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ABSTRACT

Keene State College is a member of the University System of New Hampshire and is a small, coeducational, four-year liberal arts college. The 1975 Faculty Manual covers: (1) the college and community; (2) officers of the college; (3) principles of faculty service; (4) salaries and benefits; (5) college service; (6) participation in governance; (7) faculty concern with instruction; (8) the summer program; (9) financing and business; (10) student activities; and (11) university system councils. Topics discussed include: affirmative action; tenure; leaves; the college senate; and department chairmen. (KE)

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FACULTY MANUAL

Keene State College

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Fifth Edition - 1975

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FACULTY MANUAL - KEENE STATE COLLEGE

Fifth Edition (Revised), 1975

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THE COLLEGE AND THE COMMUNITY 1.00

Keene State College, a member of the University System of New Hampshire, has purposefully chosen to be a small, coeducational, four-year college with liberal arts, sciences and teacher education programs. A long-range development plan stressing limited growth assures that the college will remain manageable and able to emphasize the advantages of closer educational and professional relationships between student and professor.

The city of Keene, a community of 20,000 people in the southwest corner of New Hampshire, is located about 30 miles north of a direct line drawn from Albany, New York,and Boston, Massachusetts, and 80 air miles from each metropolitan center. The city, situated in a valley ringed by wooded hills, is in the heart of the noted Monadnock Region, which offers a rich variety of cultural and recreational opportunities.

The college campus itself is situated on the edge of the urban area, five city blocks south of the Central Square. The greater part of the campus lies between Main Street--a spacious thoroughfare designed by the original settlers of Keene--and the Ashuelot River, whose curving course is now bridged to provide access to the athletic fields. Future campus expansion is planned generally west and south into more open country.

Physical location and philosophical orientation nurture a warm, friendly and cooperative relationship between campus and community, each striving to integrate its facilities, resources and programs to the mutual benefit of both.

History and Growth 1.10

In a little more than a half-century, Keene State College has grown from a normal school of 26 female students, five teachers and a principal, to a division of the state university with a campus population one-tenth the size of Keene.

When Keene Normal School first opened in 1909, the General Court of New Hampshire had authorized a two-year program to train elementary teachers. Programs in Secondary Education, Industrial Arts and Home Economics were added and, in 1928, the authority to grant degrees of Bachelor of Education. Keene Teachers College evolved in 1939; graduate studies were offered after World War II; and the Master of Education degree was introduced in 1951. During these years the college operated under the direction of the State Department of Education.

In 1963, after a re-examination of the needs of higher education in New Hampshire, the General Court established Keene as a division of the University of New Hampshire, with the designation of Keene State College. Additional curricula were authorized and the college now awards the degrees of Associate in Arts (two-year program), Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Master of Education and Master of Occupational Education. (The Bachelor of Science in Education replaced the Bachelor of Education degree as of June 1973).

The Expanding Campus 1.11

The two original buildings of the normal school still serve the College. One is the president's home and the other is the Hale Administration Building. These two stately white structures combine with Parker Hall, the oldest classroom building, and the Spaulding Building to provide the college's facade on Main Street. This aspect is nearly the same as in 1925.

To the west, however, the campus now includes more than 48 acres. Six major residence halls, a dining commons, six academic buildings, a library, a science center, an industrial technology building and several auxiliary buildings have been added. For a complete description of buildings and their functions see the opening pages of the College catalog.

Control and Support 1.20

Keene State College is governed by the 25-member Board of Trustees of the University of New Hampshire. By legislative act of 1963, two members directly represent the College: a KSC alumnus elected by alumni, and the KSC president, who is an ex officio member of the board. No employee of the College may serve as a regular member of the Board of Trustees.

Financial support of the College is by legislative appropriations through budgetary requests of the Board of Trustees, and from tuition and fees income from students, with state support about one-third and student support about two-thirds. New Hampshire's General Court meets on alternate years, so that all fiscal planning is on a biennial basis. Funds for Keene State College are included in the general appropriation for the University System of New Hampshire.

Board of Trustees 1.21

The Board of Trustees, which governs the University System of New Hampshire, meets on the third Saturday of each month, September through June. Except when immediate action is necessary, all matters presented to the Board are routed to the appropriate committee for study and report. The standing committees of the Board are: Executive, Agricultural Affairs, Alumni Relations, Educational Policy, Finance and Budget, Personnel, Planning, Property and Plant Development, and Student Affairs. Provision is made for the appointment of special committees as required.

Accreditation and Degrees

Keene State College is accredited by the New England Association of Schools and Colleges, and by the National Council for Accreditation of Teacher Education.

The following degrees are offered (with degree and intent):

Bachelor of Science in Education (1971) -- Prepares teachers for the public schools of New Hampshire.

Bachelor of Arts (1963) -- Offers a balanced and broad liberal arts education with emphasis in a major field.

Bachelor of Science (1963) -- Provides pre-professional foundations to students who plan to enter schools of law, medicine, engineering, pharmacy and the like.

Bachelor of Music (1972) -- Prepares teachers and supervisors of music from kindergarten through Grade 12.

Associate in Science (1968) -- A two-year course which prepares graduates to hold supervisory positions in modern industry and technology.

Associate in Arts in General Studies (1973) -- a two-year course preparing undergraduates in liberal studies.

Master of Education (1951) -- Offers advanced preparation to those who are teaching or wish to teach in the state.

Master of Occupational Education (1973) -- Offers advanced preparation for vocational educators, provided in consort with other campuses of the University System of New Hampshire.

OFFICERS OF THE COLLEGE 2.00

The following is a directory of Keene State College administrators whose duties ordinarily bring them into frequent contact with members of the teaching faculty. (Indentation indicates the individual who reports to the administrator).

The President 2.10

The president, acting under the authority of the Board of Trustees, is the chief executive officer of the College. He is charged with the general supervision of the interests of the College and has special oversight of the various departments of instruction and operation. He presides at all academic functions at which he is present, is a member of all College committees and councils, and represents the College before the public.

Alumni Executive Secretary 2.11

The executive secretary of the Alumni Association, under the president, maintains contact between the campus and the graduates, publishes alumni informational materials, keeps records of alumni addresses, and plans various activities for or by the alumni.

Assistant to the President 2.12

The assistant to the president carries out such assignments and responsibilities as are requested by the president, and represents the College when so assigned by the president.

Dean of the College 2.20

The dean of the college, under the authority of the president, is the chief academic administrative officer of the College and is principally responsible for the academic programs of the College. The dean recommends faculty appointments, reappointments, promotions, salary, and tenure to the president. The dean reviews departmental proposals and chairs the Academic Council. When the president is absent from the campus, the dean assumes the responsibilities of the chief executive officer.

Assistant Dean of the College 2.21

The assistant dean, under the dean of the College, coordinates the general outreach programs of the College, including continuing education and summer session programs; oversees the effective operation of the Graduate program, interviewing candidates, presenting studies on course planning sheets and assigning advisers (consulting as appropriate with the Graduate Council); and assists the dean as requested by that officer.

Director of Continuing Education and Summer Session 2.22

The director of continuing education and summer session programs is the assistant dean of the college, and is responsible, under the dean, for all matters pertaining to the administration and development of these programs. The director coordinates course offerings, faculty assignments, and finances in this area with the dean of the college.

Assistant Dean of the College and Director of Career Studies 2.23

The assistant dean and director of career studies, under the dean of the college, provides leadership and coordination in the design and development of proposals for external funding; in advising faculty and administration on strategies and techniques for making existing programs more career relevant; in developing needs-assessment studies for new or expanded career programs and exploration of funding sources; in working with the Community Advisory Council and Technical Education Advisory Committee to continue the development of existing career programs; and in studying and making recommendations for expediting the career-orientation of the College's programs. The assistant dean from time to time has special responsibilities in certain types of fund-raising campaigns.

College Librarian 2.24

The college librarian, under the dean of the college, administers the library and supervises the library staff. The librarian is responsible for policy formulation in cooperation with the Advisory Committee on Library Policies, and also supervises the Information Retrieval System and the College's media services.

Coordinator of Media Services 2.25

The media services coordinator, under the librarian, is responsible for the procurement, custody and distribution of media services equipment and materials. The coordinator is responsible for the reasonable availability, scheduling, maintenance, efficiency and currency of media services equipment, materials, and other aids provided for instruction and education purposes. The coordinator advises the business office on all purchases, from whatever source, of media services equipment in order that such equipment may conform, to the maximum extent, to College standards and be compatible with other aspects of the media services. The coordinator advises and works with faculty on the values, advantages and techniques of utilizing media services aids and must therefore be cooperative, empathetic and responsive.

Director of Information Retrieval System (Media Specialist) 2.26

The director of the information retrieval system, under the college librarian, plans the development and expansion of the Information Retrieval System as a supplemental teaching aid; cooperates with other institutions and networks for widening the IRS resources of the College; works with faculty and other staff in development of appropriate materials and services; trains students in the use and operation of the IRS system; and represents the College on appropriate committees and bodies, upon recommendation of the librarian and appointment by the president.

Director of Athletics 2.27

The director of athletics, under the dean of the college, supervises and directs intramural and intercollegiate athletics in consultation with the Athletic Board of Control. It shall be the responsibility of the Athletic Director and the faculty athletic representative of the college to file with NAIA District 32N Eligibility Chairman, on official forms signed by the registrar of the college, a typewritten list of all players eligible to participate in the sport in season. These lists shall be in the office of the District Eligibility Chairman on or before October 15 for fall sports, January 15 for winter sports and April 15 for spring sports.

Director of Thorne Art Gallery 2.28

The director, reporting to the dean of the college, is responsible for scheduling, displaying and securing exhibition of works of art consonant with policies of the Thorne Art Gallery.

Director of Administration 2.30

The director of administration, under the authority of the president, is the chief financial officer of the College who develops and coordinates the College budgeting system; oversees the Computer Center and business operations of the College; supervises personnel management policies and procedures of the College; undertakes institutional research or collects and collates data from operating units of the College for analytical and reporting purposes; and performs such other administrative duties as are assigned by the president.

Business Manager 2.31

The business manager, under the director of administration, is responsible for the preparation and administration of College budgets. This office also administers staff personnel, payrolls and fringe benefits, procurement of supplies and equipment, and maintenance of accounts.

Assistant Business Manager 2.32

The assistant business manager, under the direction of the business manager, assists in the preparation and administration of College budgets; attends to matters involving staff personnel, payrolls and fringe benefits; assists in the procurement of supplies and equipment, and in the maintenance of accounts.

Bursar 2.33

The bursar, under the business manager, is responsible for billing and receiving all funds due the College, except for NDEA loan repayment notices which originate from the Financial Aids Office.

Bookstore Manager 2.34

The bookstore manager, under the director of administration, is responsible for the operation and management of the College Bookstore. This office purchases, stocks and sells textbooks, reading and class materials, laboratory supplies and basic sundries.

Computer Center Director 2.35

The computer center director, under the director of administration, recommends on the selection of computer equipment and peripheral requirements, participates as the college representative in the development of the University System computer network, and represents the college on any other official committee or consortium involving computer facilities. The director works with faculty and other staff in assessing feasibility and priority of demands for computer and data processing workloads. The director may hold a joint faculty appointment (but in such faculty appointment, shall be responsible to the dean of the college.)

Computer Operations Manager 2.36

The computer operations manager, under the computer center director, is responsible for the machine-processing of records and reports; is the production manager of the computer facilities; and provides data processing for administrative offices.

College Information Officer 2.37

The college information officer, under the director of administration, oversees the College's internal and external communications and information services program, involving the preparation of news releases, photographs, radio and television media materials, and on-campus newsletters; coordinates and assists in the production of College publications; and assists the President in protocol and hospitality services for campus guests.

Dean of Student Affairs 2.40

The dean of student affairs, under the authority of the president, is the chief student life officer on the campus responsible for overseeing the following offices: admissions, registrar, health services, financial aid and career counseling, student union and student activities, housing, campus security, dining, testing center, reading laboratory, dean of men and dean of women.

Dean of Men - Dean of Women 2.41

The dean of men and dean of women, under the dean of student affairs, have supervisory responsibility for the non-academic activities and the general well-being of all undergraduate students. They are also responsible for the entire residence hall program, including staff selection and training, and for providing personal as well as academic counseling for students. In addition, the dean of men supervises the reading laboratory.

Director of Admissions 2.43

The director of admissions, under the dean of student affairs, is the administrator of policies of admission to undergraduate programs. The director represents the college in relationships with secondary schools and provides candidates and school officials with appropriate information about the College and its admission policy. Evaluation of the credentials of students seeking advanced standing is conducted by the dean of student affairs.

Assistant Director of Admissions 2.44

The assistant director, under the director of admissions, helps in administering the policies of admission to undergraduate programs and performs duties as prescribed by the director.

Director of Student Activities and the L.P. Young Student Union 2.45

The director of student activities, under the dean of students, is responsible for coordination of all non-athletic extra-curricular activities, including the campus activities calendar and the assignment of all facilities to campus organizations, outside the normal academic program. He has general supervisory responsibility for the Student Union and works with the Student Union Board of Control in creating policy and programs.

Registrar 2.46

The registrar, under the dean of student affairs, is responsible for maintaining the academic records of all undergraduate and graduate students. This office is also responsible for the preparation of the master schedule of courses, assignment of all classrooms and labs, establishment of the final examination schedule and the pre-registration and registration processes.

Director of Financial Aid 2.47

The director of student financial aid, under the dean of student affairs, processes and evaluates financial aid requests and assigns the following award (s): New Hampshire State Tuition Scholarships, Keene State College Scholarship Grants, National Defense Student Loans, Educational Opportunity Grants, College Work-Study Funds and all loans and scholarships of the Keene Endowment Association. The director is also responsible for the employment of students under the state payroll of the College.

Director of Career Counseling and Placement 2.48

The director of career counseling and placement, under the dean of student affairs, assists graduating seniors, alumni and graduate students in securing employment. This office develops and maintains credentials and makes them available to prospective employers; provides career counseling for students; and maintains a library of career materials and information. This position is currently unfilled and the functions are being performed by the dean of men and dean of women.

Director of Housing 2.49

The director of housing, under the dean of student affairs, is responsible for all college housing including the supervision of house directors, resident assistant selection and training, the development of educational programming in housing units, and directly oversees campus security.

Coordinator of Reading Development Laboratory 2.50

The coordinator of the Reading Development Laboratory, under the dean of student affairs, is responsible for administration and operations of the Laboratory which serves students wishing to improve both their reading rate and their organization of reading material for better retention and comprehension.

Director of Testing Center 2.51

The director of the Testing Center, under the dean of student affairs, administers a campus facility offering both individual and group testing services. The director, on behalf of the College maintains appropriate relationships with national testing services as well as colleges, schools and agencies within the region and the state.

Director of Health Service 2.60

The director of health services is in charge of health counseling and infirmary services. He supervises the nurses, medicaides, medical technicians and other medical staff of the health services; oversees the care, maintenance and upkeep of health facilities on the campus; and initiates and coordinates planning and studies of health education and health services for the College.

Director of Physical Plant Development 2.80

The director of physical plant development, under the president, is responsible for all campus physical planning and new construction. The director is also responsible for all matters relating to plant maintenance and upkeep, and for grounds and custodial service.

Assistant Director of Physical Plant Development 2.81

The assistant director, under the director of physical plant development, is responsible for the maintenance and custodial care of all campus buildings and grounds; for operation of the boiler plant; and for the maintenance of all utility lines throughout the campus.

Grounds Foreman 2.82

The grounds foreman, under the assistant director of physical plant development, is immediately responsible for the construction, maintenance and repair of grounds, lawns, trees, shrubs, flowers, secondary roads, parking areas; the moving of equipment and supplies; and for other facilities and areas as assigned.

Building Service Workers Foreman 2.83

The building service workers foreman, under the assistant director of physical plant development, is immediately responsible for the direction of custodial personnel in the performance of their work.

Work Control Coordinator 2.84

The work control coordinator, under the assistant director of physical plant development, receives and organizes requests for maintenance, repairs and in-house construction of College facilities and utilities; assists in scheduling this work and the procurement of supplies and materials; coordinates the use of all College vehicles by faculty and staff, as well as the repair-inspection-maintenance schedule for all College vehicles; and establishes and maintains schedules for preventive maintenance programs.

PRINCIPLES OF FACULTY SERVICE 3.00

Although the term "faculty" is subject to a wide variety of interpretations, in this manual the word refers to those who teach at Keene State College and those who are concerned with the administration of instruction. Included in the faculty are: the president of the college; the deans of the college; director of administration; professors, associate professors, assistant professors, and instructors; the librarians; and certain administrators who hold faculty equivalence as a mark of professional standing.

Instances of Required Trustee Approval 3.01

Faculty appointments made with the granting of tenure, actions involving faculty promotion, the granting of tenure, the granting of emeritus status, the issuance of terminal contracts for tenured employees and awarding of salary increases in excess of $1,000 require approval of the president and the Board of Trustees. Appointment of departmental chairmen does not require trustee approval.

New Appointments 3.05

All new appointments must conform to the standards and practices for resident faculty and any upward shift in the percentage of faculty in upper ranks must be in adherence to established rank requirements.

Affirmative Action Program 3.08

An Affirmative Action task force has prepared a draft statement for Keene State College in regard to the College's allocation of resources for student activities, admissions policies, hiring practices, etc. The director of administration is the director of the Affirmative Action Program. The next step will consist of a System-wide review of the several campuses' statements for submission to the Federal government.

Academic Freedom 3.10

The rights and responsibilities of faculty members at Keene State College parallel those set forth in the 1941 statement jointly issued by the American Association of University Professors and the Association of American Colleges. The basic principles of this code are:

> A faculty member is entitled to full freedom of discussion in research and in publication of the results of his research, subject to the adequate performance of his other academic duties.
>
> A faculty member is entitled to freedom of discussion in his classroom. It is his responsibility, however, not to introduce into his teaching controversial matter unrelated to his subject.

A faculty member is at once a citizen of the state and community, a member of a learned profession, and a member of an educational institution. When he speaks or writes as a citizen, he is free from institutional censorship or discipline. He should always be aware, however, that the general public is prone to judge the teaching profession and the college by his private utterances and conduct. Hence, he should at all times be well-informed and accurate in what he says; he should exercise the proper restraint and show respect for the opinion of others in speech and action. When speaking or acting in the capacity of a private citizen, he should make clear that he is not acting as a spokesman for the college.

Channels of Appeal and Review 3.11

A harmonious working relationship among faculty, administration, and student body demands cooperation, the easy circulation of ideas, respect for differing opinions and forbearance in the judgment of motives. A college which fails to maintain this harmony inevitably suffers.

Ideas, from whatever source, for the improvement of the college should obtain speedy consideration and effective action. Even when critical of policy they should not be stifled at the source. Each member of the faculty has a duty to maintain what he believes to be the right, but he has an equal responsibility to do so in a manner which will defend the stature of his profession and the reputation of his college.

A faculty member who feels bound to question what he conceives to be injustice or malfunction has several channels open to him. In all cases it is expected that he will seek satisfaction at the first possible opportunity through conference and, where justified, compromise.

Depending upon the nature of the problem, these are the accepted channels of approach. In all cases the decision of the trustees is final.

It is important to distinguish between the judgmental function of a collegiate committee such as the Faculty Evaluation Advisory Committee (independently elected by the faculty of Keene State College) as a group to weigh evidence, assess qualifications, and recommend thereon to the dean and the Faculty Appeals Committee (also elected by the faculty) on determinations made by the dean after review by the Faculty Evaluation Advisory Committee. Clarification of responsibility is necessary if the purpose and integrity of each committee is to be maintained. The Faculty Appeals Committee was established as an appellate safeguard against capricious, arbitrary, or prejudicial actions, especially (though not exclusively) in matters of tenure, promotion and termination. In this sense, it functions as a "Grievance Committee" as recommended by the American Association of University Professors. The Faculty Evaluation Advisory Committee is established for a more positive (though not necessarily more important) purpose; namely, to exercise professional judgment in advising the dean and thereby provide faculty input into the professional evaluation process. This indicates that faculty judgment on these matters is a primary responsibility of FEAC. In contrast to this, the Faculty Appeals Committee functions to assure due process has been observed, or that no new, relevant or significant evidence has emerged that would substantively affect the case at hand. The Faculty Appeals Committee must be the judge of whether an appeal meets these standards. (See also F.E.A.C., sec. 3.24B; and F.A.C., sec. 3.30).

The appeals procedure consists of the following steps:

1. Chairman of the department
2. Dean of the College
3. Faculty Appeals Committee
4. President of the College

Curricular Problems 3.15

A faculty member with a question, proposal or problem concerning curricular matters should first see his department chairman. Referral from the chairman is as follows: To the dean of the college, to the College Senate Curriculum Committee, to the College Senate, to the System Academic Planning Council (or, with associate degree matters, to the Joint Management Team), to the Educational Policy Committee of the trustees, and finally to the full Board of Trustees.

Faculty Rank 3.20

The ranking of faculty at Keene State College follows the usual ascending pattern of American academic life: instructor, assistant professor, associate professor, and professor. All appointments are made by the president, at the recommendation of the dean of the college. The appointment of a dean or a director requires Board of Trustee approval.

Visiting or part-time faculty, adjunct faculty, and designated "lecturers", serve outside the rank and tenure scale. Graduate teaching assistants have the temporary status of junior faculty (see Graduate Assistants, section 5.40)

Administrative officers who hold faculty equivalence serve without tenure and their relationship to the instructional pattern is either shown in the organization chart (see appendices) or is specially designated by the president of the college.

Qualifications 3.21

Instructors: Shall have completed, or made substantial progress toward completing, formal advanced study appropriate to their field.

Assistant Professors: Shall have completed formal advanced study appropriate to their field and have had successful teaching or other relevant experience.

Associate Professors: Ordinarily shall have completed doctoral studies or the equivalent in their field, have had several years of successful teaching experience, and have demonstrated professional growth and scholarly activity.

Professors: Shall have a background of successful teaching and research, marked by the perspective of maturity and experience, or by some creative attribute generally recognizable in the academic world as a special asset to a faculty member.

Graduate Faculty 3.22

Graduate faculty are those empowered to teach and advise graduate students, serve on graduate students' committees (both preliminary and final), legislate on curricula and standards, and elect members to the Graduate Council. The graduate faculty was established by trustee action.

The criteria used to select graduate faculty are:

1. Be a member of the College faculty.
2. The graduate faculty shall possess interest and competence in scholarship and must have a genuine concern for, and competence in, graduate teaching and advising.
3. Graduate faculty shall hold the academic rank of assistant professor or above in a department of the College for the course that is offered.
4. A graduate faculty member shall be recommended by the chairman of his department.
5. The appointment to the graduate faculty must be approved by the director of graduate studies and the Graduate Council, and voted upon by the full graduate faculty.
6. The graduate faculty member shall possess the earned doctorate in his field. (Those members of the faculty holding the academic rank of associate professor or professor and a minimum of 30 semester hours beyond the master's degree in their discipline prior to June 30, 1968, shall be eligible for graduate faculty membership in accordance with items 1, 2, 3, 4 and 5 above.)
7. Exceptions to the requirements for membership on the graduate faculty stated above must be approved by the director of graduate studies and the Graduate Council, upon the recommendation of the department chairman.

Notification of Status 3.23

Upon appointment and as early as possible in the spring semester of each year, faculty members are provided notice of the terms of their continuous employment, regardless of their tenure status.

Annual Evaluation 3.24

The evaluation process begins with the individual faculty member. He is responsible for keeping complete and accurate records of his college, community, and professional activities, and informing the chairman of his progress. Any information which would support a recommendation for promotion or tenure should be included as an appendix to the Faculty Information Report. Non-tenured faculty members and those desiring promotion should invite their chairman to make two classroom visits each semester.

At the option of either party, a conference may be held following a classroom observation. At the end of each annual evaluation period, and more frequently if desired or necessary, each faculty member should review his annual progress with the chairman.

If not recommended by his chairman a member of the faculty has the option of initiating a recommendation for his own promotion, and should then submit it to his chairman for inclusion with his Faculty Information Report.

Standards 3.24A

Criteria for evaluation are:

1. Teaching Effectiveness - as observed by chairmen, colleagues, and students. This criterion should be reviewed most seriously by all concerned.
2. Scholarly Qualifications - such as work toward or achievement of highest degree standard for professional position, completion of research worthy of publication, and recognition by colleagues in locality, region, or nation.
3. Service to College - such as active membership on department or college committees and assistance to students and student groups on campus.
4. Community Activities - as related to professional services.

The minimum periods of service in rank for promotion at Keene State College are as follows:

from Instructor to Assistant Professor	3 years
from Assistant Professor to Associate Professor	4 years
from Associate Professor to Professor	4 years

Total service, whether continuous or interrupted, will be given to the establishment of a department advisory committee on evaluation. All recommendations of this committee should be presented to the department chairman. He should review these recommendations before completing and submitting his reports.

Faculty Evaluation Advisory Committee 3.24B

The five members of the Faculty Evaluation Advisory Committee (FEAC) shall be elected by the members of the faculty who are subject to their evaluation. The election shall be conducted on the first Wednesday in October by the Secretary of the College Senate, using a written ballot which shall contain the names of faculty from the upper two ranks, except that faculty serving as department chairmen shall not be eligible. Faculty members of the upper two ranks who must be reviewed for tenure, know they will be nominated for tenure by their chairman, or do not wish to serve on this committee should notify the Secretary at their earliest convenience. Their names will not appear on the ballot. Any faculty member elected to this committee who is subsequently nominated for review must disqualify himself from service. The faculty members receiving the 6 - 10th largest number of votes will serve as alternates as required. The members of this advisory committee will review all faculty submitted for its evaluation, in relation to college criteria, with equal impartiality or disqualify themselves in favor of the alternates in particular cases; further, a faculty member being reviewed by the committee may exercise the right of pre-emptory substitution for one, and one only, member of FEAC whom he/she does not wish to participate in the review of his/her case. In such case of pre-emptory substitution, the next ranking alternate shall serve. The committee will select its own chairman who must maintain open communication with all members on pertinent matters.

After due deliberation the Faculty Evaluation Advisory Committee will submit its written recommendations on promotion in priority for each academic rank along with its reports on tenure and termination to the dean. The committee will send to each chairman a written report on its recommendations relative to their faculty members with an indication of committee vote. The chairman will inform faculty members of the recommendations of the Advisory Committee. The function of this committee is strictly advisory in nature and its priority recommendations on promotion do not demand subsequent administrative endorsement.

Dean's Role 3.24C

The dean will provide the personnel files excluding salary information of each faculty member under review upon request of the chairman of the Faculty Evaluation Advisory Committee. His role as adjudicator precludes advisement to the chairman or members of the advisory committee on specific individuals, with the exception of the chairman. On department chairmen he will submit written statements. However, he will include with the personnel folders all information deemed relative to the formation of value judgments by the committee. The committee may consult with the dean on all matters of general nature.

The Dean, and the President in the case of Department Chairmen will make the final decisions based on all available information including the reccommendations of the department chairmen, the Faculty Evaluation Advisory Committee, colleagues, students, and other possible sources. He shall notify all members of the advisory committee, department chairmen, and individual faculty of his decisions before presenting them to the Board of Trustees.

The College takes cognizance that the Legislature of the State of New Hampshire usually postpones the appropriation of funds for State Departments until late in its working session. However, it is important that staff be provided letters of intent no later than April 1 of the given year. Such letters should be conditional in nature.

Student Participation in Faculty Evaluation

3.24D

Students should participate in the evaluation process. The 1969 final report of the local A.A.U.P. Committee T on Faculty Evaluation stated:

> "Students must and should have a meaningful role in the process of faculty evaluation. Students often inform departmental chairmen of their grievances; they should also make sure they record favorable reaction. Students should further be allowed to comment on their professors' teaching abilities in anonymous written forms. A Class period near the end of each semester should be set aside for preparing (filling out) these forms. Two copies should be made, one to go to the individual faculty member, so that he may improve his teaching abilities; the second copy should go to the department chairman to become part of his records."

These suggestions are in agreement with the general recommendations of the American Association of University Professors regarding faculty evaluation.

The general objectives of student participation in faculty evaluation should be: (1) Improvement of instruction, (2) Assistance in the evaluation of teaching effectiveness, and (3) Encouragement of student reflection about their educational objectives and learning.

Improvement of Instruction:

If the evaluation of faculty by students is to improve the quality of instruction, cirticism must be specific, and positive suggestions should be written in the space provided. There should be no reluctance on the part of students to include comments directed toward the improvement of instruction if provision is made for anonymity and they are assured the evaluation sheet will not be reviewed by the instructor until after the grade reports have been processed and mailed. The analysis of the forms by faculty members will be facilitated by such additional information as whether the course was required or elective, within or outside the major.

Evaluation of Faculty

The collective ratings of faculty by students should prove a valuable asset to department chairmen in making final judgments of faculty performance. Each additional mode of evaluation gives the chairman another source of information from which to make evaluation more objective in nature. The nature and purposes of higher education have received extremely limited consideration in most colleges and universities. Despite many apparent changes noted in the academic world, the institutions of higher education have frequently resisted positive evolution by default. No study has been made to determine when and how learning has taken place in each course, and how effectively the instructor stimulated thinking. There has been no method of obtaining opinion of how the stated objectives of each course are consonant with student opinion. Students should have an opportunity to express their thoughts on these matters. Through the use of the Student Evaluation Form faculty members and chairmen can be apprised of differences in thought, the rationale for the disagreement, and the need for change in course and program objectives.

Procedures for the Administration of Student Evaluation Forms: 3.24E

1. The Student Evaluation Form adopted by the College Senate is the official instrument.

2. The Testing Center is responsible for the distribution and collection of the evaluation instruments.

3. The Testing Center provides the evaluation instruments to the Computer Center for tabulation of results.

4. The Computer Center has the summer to process the data and to generate the print-out reports.

5. The print-out of the results are delivered by the Computer Center to the Dean of the College for proper distribution to the Chairmen and individual faculty members.

6. No additional use of the data base will be authorized except by the Dean of the College.

Establishing Tenure 3.25

(This tenure policy was approved by the Board of Trustees on December 19, 1964).

I. All members of the faculty without permanent tenure are appointed for one-year terms which may be renewed following an annual review of individual performance by the appropriate dean, or other administrative officer in consultation with the department chairman.

II. Permanent tenure is a status conferred on faculty members on their demonstrated merits without regard to period of time served, except as provided below. Such tenure can be acquired only by affirmative action of the Board of Trustees on the recommendation of the president as advised by the appropriate dean, director or other administrative officer in consultation with the appropriate department chairman.

   A. An instructor is not eligible for tenure. After no more than four years of full-time service in this rank, he will be promoted or notified that his appointment will not be renewed at the end of the fifth year. Supervising teachers at the laboratory school and librarians shall be the exception to this section. After a minimum of three years of full-time service in this classification, he will be eligible for tenure as a supervising teacher at the laboratory school or as a librarian, or he will be notified that his appointment will not be renewed at the end of his seventh year of service.

   B. An assistant professor is eligible for tenure at the end of six years of service as a full-time member of the college faculty including his years of service as an instructor. If tenure is not granted at this time, he will be notified that his appointment will not be renewed at the end of his seventh year of service.

C. An associate professor promoted to this rank is appointed with tenure, provided he has been a full-time member of the college faculty no less than three years. A member of the faculty newly appointed to this rank, is eligible for tenure upon completion of three years of service. If tenure is not granted at this time, the faculty member will be notified that his appointment will not be renewed at the end of his fourth year of service.

D. A professor, promoted to this rank, is appointed with tenure, provided he has been a full-time member of the college faculty no less than two years. A member of the faculty, newly appointed to this rank, is eligible for tenure upon the completion of two years of service. If tenure is not granted at this time, he will be notified that his appointment will not be renewed at the end of his third year of service.

III. Members of the faculty holding administrative positions are not granted tenure in that capacity.

IV. The faculty Evaluation Advisory Committee shall advise the dean of the college in regard to the granting or non-granting of tenure in accordance with above criteria and standards.

Age of Retirement 3.26

The tenure of a faculty member ends on June 30 following his 65th birthday. On the initiative of the College and at the discretion of the Board of Trustees, he may thereafter be employed on annual contracts, but not beyond the June 30 after his 69th birthday.

Such exceptions shall be primarily in those cases where the faculty member's specialty is so unique that a replacement cannot be readily made without detriment to the academic program.

Notice of Resignation 3.27

A faculty member terminating his employment should submit a formal letter stating his intention at least four months in advance of the effective date. This procedure is standard through the University System. The resignation should be addressed to the president of the college, and transmitted through the department chairman and dean of the college.

Dismissal 3.28

In accordance with University System policy and recommended AAUP standards, faculty members with permanent tenure may be summarily dismissed only for proven, grave moral delinquency. In all other cases, excepting the lack of funding or the termination of an academic program, the following procedure applies regardless of grounds for dismissal:

A. The faculty member shall receive one academic year's written notice of the proposed dismissal.

B. A written statement of reasons for dismissal shall be forwarded to the faculty member by the president of the college, normally only after thorough discussion between the faculty member and the dean, director, or other administrative officer concerned.

C. The faculty member shall have the right to hearing as follows:

1. With the executive officers concerned.
2. By appeal through the Faculty Appeals Committee of the College, which will examine the case according to its own rules and precedents and shall thereupon advise and counsel the president. (This appeal is not mandatory, but is at the discretion of the faculty member.)
3. Before the personnel committee of the Board of Trustees, subject to the committee's pleasure; procedures to be determined by the committee.
4. Before the above committees in consultation with one or more scholars in the faculty member's field, if the grounds for dismissal involve professional competence. The faculty member and the administration may each select an equal number of scholars from the faculty of the University or a similar institution.
5. Hearing results will be reported to the Board of Trustees, which will serve as the final authority. In none but the most extreme emergency may a faculty member of permanent tenure be dismissed for financial reasons, and then only after the College has made every reasonable effort to accomplish the economy by other means.

Non-Renewal 3.29

Faculty members without tenure who have completed less than one year of contractural service shall be notified of non-renewal by March 1st. Faculty members without tenure who have completed at least one year but less than two years of contractural service shall be notified of non-renewal by December 15th. Those without tenure but with more than two contractural years of service shall receive a full academic year's notice. All notices shall be in writing. (See also Tenure, section 3.25).

Faculty Appeals Committee 3.30

The Faculty Appeals Committee (FAC) functions as a mediative and adjudicative body to deal with the personal professional problems of members of the faculty which cannot be resolved through ordinary administrative and departmental procedures. Any regular member of the faculty has the right to have his case considered by the Faculty Appeals Committee, composed of five tenured members of the faculty elected on the first Wednesday in each October. Faculty members currently serving on the Faculty Evaluation Advisory Committee (FEAC), including alternates, are not eligible for election to FAC and newly elected FAC members are not eligible for election to FEAC the succeeding fall. Members of FAC are elected by the entire departmental faculties; persons receiving the sixth and seventh highest number of votes are designated as alternates and serve in any case in which a member of the committee may be involved in a conflict of interest.

Leaves of Absence 3.31

All such leaves are privileges granted by the Board of Trustees on the recommendation of the dean of the college, after he has consulted the department chairman. Petitioners should apply one full year in advance of the date the leave is to begin. A formal letter to the dean of the college should detail the purpose and circumstances, and should bear the endorsement of the department chairman. Each case will be considered on its merits and in the light of its value to Keene State College.

A. Leaves for Professional Improvement (Sabbaticals) -- Faculty members who have attained at least the rank of assistant professor become eligible after six years of full-time service in the rank of instructor or above. Previous leave time is not included in this total.

Ordinarily sabbatical leaves are intended for faculty members who have completed advanced preparation. They are granted to encourage professional study, research and creativity.

Exceptions may be made in special cases where the faculty member has shown substantial recent progress in formal advanced study and where completion of such would be of signal value to the college.

Such leaves are granted with the understanding that the recipient shall return to the service of the college for one year or reimburse the full amount of the salary received while on leave.

B. Leaves Without Pay -- These are not ordinarily granted for more than one year. Application follows the procedures outlined above.

C. Resident-Sabbatical -- After four years of employment a Keene State College faculty member shall be eligible to apply for a resident-sabbatical.

A resident-sabbatical is an academic year during which the faculty recipient is relieved of any and all committee responsibilities both departmental and college-wide, and all other assignments, outside of their primary function.

Application follows the procedures outlined above.

Other Faculty Absences 3.32

All faculty members are expected to meet all scheduled classes unless ill or excused, or if a qualified substitute covers the assigned classes on an emergency basis, with approval of the department chairman.

A. Illness -- The department chairman should be notified as soon as possible after it becomes evident that a faculty member will not be able to teach his classes. The department chairman will arrange for other members to cover the classes. If a class, because of its schedule or content, cannot be substituted, the chairman will cause a notice to be posted. Faculty members are asked not to post such notices.

B. Sick Leave -- The policy of the college is to make sure that all classes meet with an instructor present. The illness of a member of the faculty will be compensated in one of the following ways, depending upon its duration:

1. A brief absence, up to one week, will be carried at full salary with colleagues substituting within the department on a reciprocal basis (see A above).
2. A longer illness, up to one semester, will ordinarily be carried at full salary. In this case a regular substitute will be provided by the college.
3. Illness longer than a semester is presumably covered by the faculty member's enrollment in an available income disability protection plan. (See Disability Insurance).

C. Excused Absence -- A limited number of excused absences from class may be granted for compassionate needs, attending professional meetings and the like. These are always for cause; they must be arranged in advance and bear the endorsement of the dean of the college and the chairman of the department.

D. Vacations -- By vote of the College Senate, no faculty member is to be excused from meeting the last class before a college vacation or the first after a vacation, unless he is ill.

E. Visitations -- When an outside speaker is invited, the faculty member whose class he is to address, or a faculty colleague, should be present to introduce and assist him as a matter of academic courtesy.

Fulfilling Public Service Duties 3.35

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks, or writes, as a citizen, he should be free from institutional censorship or discipline; but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman.

Outside Professional Services 3.40

Faculty members may undertake outside professional services as long as these obligations do not impair the instructional, scholarly, and other services which they are expected to fulfill for Keene State College. Any service undertaken should be of a nature to sustain the prestige of the college and the professional competence of the faculty member.

Major obligations must be placed on record, in writing, through the department chairman, with the appropriate dean or other administrative officer. He shall give his written approval or disapproval. In case a faculty member is in doubt whether outside obligations might impair his instructional, scholarly, or other services within the college, he is expected to consult with his department chairman and dean.

Faculty members holding elective office, will have a proportionate reduction in pay if they are unable to meet their obligations to the college.

Office of the Director of Administration 3.49

This office is responsible for business management, budgets, contracts, administrative records, personnel, affirmative action, college information, the computer center, office and clerical assignments, institutional research, and the bookstore, among other functions assigned by the president.

Travel-Advance Procedures and Reimbursement of Expenses (see also 7.31) 3.50

Permission for travel costing more than $50 must be obtained in advance by completing a "Request for Travel Approval."

Prepare your request in duplicate, have the department chairman or appropriate administrator sign for the fiscal responsibility, and file the request directly with the Business Office. It will be checked with the budget and one copy, approved, will be returned to you.

Arrange your own transportation by the most economical means available. A state car may be used, if available. File "Vehicle Request" at the Work Schedule Coordinator Office, at least 48 hours in advance. Tourist class air fare is permissible.

Arrange your own accommodations, requesting minimal rates. Collect receipts for public transportation, hotel room, registration fee, and any meals in excess of amounts shown on "Request for Travel Approval" form.

Upon return, fill out in duplicate a University of New Hampshire "Travel Expense Voucher" and attach all receipts. Have the department chairman or appropriate administrator sign approval. File both copies of the "Travel Expense Voucher" with the Business Office.

Travel costing less than $50 does not need prior approval. However, the other procedures listed above apply.

Departments will be charged 5 cents per mile for vehicles seating six persons or less and 10 cents per mile for those seating more than six passengers. If a driver is furnished, his hours will also be computed and charged to the department using the vehicle.

College cars have first priority over other forms of transport for official business within New England. The college owns an International Carryall with seats for 18 passengers, which is available for field trips and team sports trips on sufficient notice. In addition, there are several other vans, station wagons and passenger vehicles available.

If a college employee so chooses, or if there is no vehicle available, he may be reimbursed for the use of his private car at the rate of 12 cents per mile (July, 1974).

No student automobile is eligible for reimbursement of expense. No student may drive a college car without a valid operator's license, and a permanent employee or student employee (on college payroll, although not necessarily while on said trip) must be in the vehicle.

If the transport includes more than one vehicle (and the vehicles are traveling in a caravan) the one permanent employee may be in one vehicle, while there must be at least one student employee or permanent employee in each of the other vehicles.

The intent of this policy is to use college vehicles to the greatest extent possible, and to coordinate their use to result in the least number of separate trips. It is preferable for college vehicles to be used on college business, since the college's liability insurance is better than most individual drivers' liability insurance.

Petty Cash Reimbursement 3.51

Faculty and staff often choose to use their own money to purchase a small item, under $25, and receive immediate reimbursement by completing a Keene State College petty cash slip. It must be approved by the department chairman, or member of the college's executive committee. One copy should be given to the bursar and one copy to the Business Office. This will assure reimbursement to the bursar's imprest cash account, and proper charging to the correct budget. Any legitimate college expense can be reimbursed in this manner (travel, supplies, meals, etc.)

Recruitment and Hospitality --- Procedures 3.52

If academic recruitment, advance permission must be obtained from the Dean of the College. Arrange lodging at a motel offering a comfortable room at lowest costs. Reservations must be made at least 24 hours in advance to guarantee minimum rate. Fill out requisitions and submit to the Dean of the College for approval.

Inform the candidate to arrange his transportation and obtain receipts, then forward receipts to the Business Office.

Meals for the candidate must be either charged (at a restaurant which has billing arrangements with Keene State College) or paid for and reimbursed through petty cash. No reimbursement is made for liquor or for family members in attendance. All regulations and restrictions in regard to faculty and staff travel also apply to applicants. Fill out a requisition and submit it to the Dean of the College for approval.

For charging meals, you must sign your name on the bill and list the purpose of the meeting, all staff in attendance, preferably on the front of the bill.

For hospitality for business guests of the College, follow the procedures in the third and fourth paragraphs above.

Telephone Expenses -- Charging of 3.53

Departments are assessed a monthly charge for telephone use. This ch[illegible]ge varies, depending on the amount of use of the telephone in each department. In addition, all toll calls other than the WATS (Wide Area Telephone Service) line, are charged directly to each department. Departments receive monthly statements which also include a cumulative total for the year. Phones may only rarely be used for personal business. Any personal toll charges will be reimbursed to the College.

SALARIES AND BENEFITS 4.00

Faculty members at Keene State College receive payment through annual contract with the University of New Hampshire. Renewal contracts are usually sent to faculty members by the end of the second semester. They may, however, be delayed in legislative years, until formal appropriation of the operating budget.

Special efforts during the past several bienniums have been directed toward development of a salary scale that will compare favorably with other state colleges. The AAUP report shows KSC salaries between the 20th and 50th percentiles.

Increases 4.10

Continuing efforts are being made to raise the competitive level of faculty salaries. The percentage increase, of course,varies from year to year. Salary increases are normally available under three categories:

A. Normal Adjustment Increases -- These are in recognition of good, effective service by the faculty member. This requires a positive recommendation initiated by the department chairman.
B. Merit Increases -- These recognize special excellence of service. This requires a specific recommendation by the department chairman.
C. Cost-of-Living Increases -- These are faculty-wide and based on uniform application of percentage guidelines.

Pay Periods 4.20

Keene State College pays by University of New Hampshire check, issued directly to the faculty member every second Friday at the Business Office on the ground floor of Fiske Hall, Winchester Street entrance. If a faculty member wishes, the departmental secretary will pick up the check. There is an automatic bank deposit system available.

Faculty members are usually on a ten-month (or "academic year") contract. Salary disbursements are on a 26-payment basis. Faculty previously on a 20-payment schedule may elect to change to a 26-payment schedule.

Payroll Deductions 4.21

Mandatory deductions are made for withholding of federal income taxes and social security.

Voluntary deductions cover Blue Cross-Blue Shield, various group insurances, credit union repayments and savings deposits, and retirement, among other items.

Personal Data Record 4.30

Each faculty member is responsible for providing the Business Office (and maintaining up to date) the following:

A. W4 form for federal income tax

B. Deduction authorization for (where applicable):
   1. TIAA-CREF Retirement and TIAA Collective Life Insurance
   2. John Hancock Life Insurance and Major Medical Insurance
   3. Blue Cross-Blue Shield Insurance
   4. Disability Income Protection Insurance

Address changes should be reported so that federal income tax withholding statements are not delayed.

Life Insurance Programs 4.31

TIAA Collective Life Insurance - The college provides through the university a program of decreasing term life insurance under a contract with the Teachers Insurance and Annuity Association of America. This insurance comes in "units" costing $12.00 per year. The University purchases the first unit and the faculty member is required to purchase one additional unit. Premiums are met by payroll deduction. Benefits vary according to age, as in the per unit example below. These figures should be multiplied by the number of units held.

Age	Guaranteed Benefit (1972)
20	$6,330
30	5,330
40	3,040
50	1,220
60	510

Benefits including dividend frequently double the guaranteed benefit.

All staff members may participate in a life insurance program, the basic provisions of which are as follows:

A. Provide life insurance in an amount equal to one and one-half times annual salary to the next lower $100.

B. Include accidental death and dismemberment insurance in an amount equal to your life insurance. (Thus, in the event of accidental death the total benefit to your estate is three times salary.)

Accidental death and dismemberment insurance provides for payment of the full amount of insurance for loss of life as a result of an accident or for loss of two limbs or the sight of both eyes. Fifty percent of the face amount is paid in the event of an accident that results in the loss of a limb or the loss of the sight of one eye. This protection is being provided on a 24-hour basis (business and non-business), so that in the event of an accidental death in the course of travel, there will be no question as to whether or not the decedent was on university business.

Annual Salary	Monthly Cost Per $1,000 of Life Insurance
Less than $6,999	$.30
7,000 - 9,999	.45
10,000 - 14,999	.55
15,000 - Over	.60

Any information concerning insurance offerings and coverage should be directed to the Business Office.

Medical Insurance 4.32

Blue Cross-Blue Shield New Hampshire-Vermont Hospitalization Medical Insurance programs are available to faculty. The college pays one-half the individual cost for the employee only. Blue Cross, Plan B, provides full cost of a semi-private room.

John Hancock Major Medical Insurance. The college provides no-cost coverage to the employee, but only when he is enrolled in the Hancock life insurance policy program. This major medical coverage has the following conditions:

A. For those not enrolled in the college's Blue-Cross-Blue Shield group, major medical pays 80 percent of expenses over $500, to a maximum of $100,000.

B. For those enrolled in the above group, major medical pays 80 per cent of expenses over $100 (after Blue Cross-Blue Shield benefits have been paid) to a maximum of $100,000.

Major medical coverage for dependents of faculty members is available at extra cost to the employee.

Disability Insurance 4.33

The college offers, through TIAA and the university, an insurance plan to protect against total, long-term disability. The cost to faculty and staff is $2 per thousand dollars of annual salary, with the payroll deducted premiums spaced throughout the year.

Benefits start after six consecutive months of total disability (with a few exceptions such as war and self-inflicted injuries) and continue to age 65. The plan provides a monthly payment which, including benefits from governmental and university insurance programs, equals 60 percent of covered monthly salary, but not more than $10,000. A waiver benefit ensures that the TIAA-CREF retirement plan premium will continue to be paid and accumulate until it comes into use at age 65.

Retirement Benefits 4.34

In the TIAA-CREF Retirement Plan, the university and the faculty member each contribute 5 percent of salary up to the Social Security base (currently $13,200). On amounts exceeding the Social Security base, the university contributes 10 percent and the faculty member 7 percent.

At the option of the faculty member, up to 100% of the total contribution may be placed in the College Retirement Equities Fund (CREF).

Another option is a deferred payment plan, under which a faculty member, for tax purposes, may elect a reduction of salary equal to the university contribution. The university then pays the entire contribution, allowing the faculty member to defer tax payment on it until retirement. Information on alternatives may be obtained at the Business Office.

New employees may enter the TIAA-CREF program at the outset of their service. Those who do not join must, after two years, sign a waiver of any claim on the university for retirement benefits.

All employees of the college are enrolled in the Social Security (FICA) program at its current rate.

Explanation and Assistance 4.35

The Business Office or the director of administration is ready to assist in all matters of insurance and retirement.

Credit Union 4.36

The New Hampshire State Employees Federal Credit Union, headquartered in Concord, offers a variety of savings and loan programs for faculty and staff personnel. Information about the credit union may be obtained from the Business Office.

Other Benefits 4.37

Half-tuition within the University System of New Hampshire is extended to immediate members of faculty families. A faculty member, however, may not ordinarily include an immediate relative in his classes.

Faculty and staff and their dependents may take courses for audit for one-fourth the regular charge (or one-half of the half-tuition).

Other benefits include admission (upon presentation of ID card) to regularly scheduled college-sponsored events such as concerts and lectures and athletic events, and use of the various facilities within Spaulding Gymnasium including, when available, the swimming pool, basketball court and handball and squash courts.

A bookstore discount is extended to the families of faculty and staff. It permits a 15 per cent discount on all cash items, except textbooks and those items previously discounted. There is no discount for charged items.

COLLEGE SERVICES 5.00

Keene State College and the community offer to faculty and their families various facilities. Some are campus services, others are in cooperation with the community, and still others are non-college, open to all residents. The Newcomer's Guide, an aid to new faculty members; families, published occasionally by the Keene State College Distaff Club, is available at the College Information Office. It contains community facts and maps, and a directory of information sources on subjects from adult education to zoning.

Library Services

The hours of the Wallace E. Mason Library are as follows:

Monday - Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 4:00 p.m.
Sunday	2:00 p.m. to 11:00 p.m.

The Library hours are extended during exam periods and will be posted at those times.

The card catalog is divided into two sections, with the subjects being filed separately from the authors and titles.

All materials circulate for four weeks with the exception of periodicals, bound and unbound, which do not leave the library.

Faculty members are given automatic term loans, although these are subject to recall if requested by another patron. At the end of each semester, a list of books charged to your name will be sent to you and you are very strongly urged to return all of them that you are not using so that other faculty members as well as students will have an opportunity to use them.

Faculty withdrawal is by courtesy of recognition; students must present ID cards. New faculty members may be asked to identify themselves.

Reserve book listings are of three kinds: overnight, three-days, and one-week. Overnight reserve books are used in the library until one-half hour before closing time; the others may be borrowed as indicated. Overnight reserve books are due when the library opens the next day. Three-day and one-week loans are due at any time on the expiration date.

Faculty placing books on reserve are expected to present a complete bibliography on the library form at least 48 hours before assigning the books to the class.

Forms are available at the library and the name of the course and the kind of reserve should be clearly indicated. Faculty members are asked to make sure books are removed from reserve when they are no longer needed. They are automatically removed at the end of each semester, unless specifically requested for the following one.

The cooperation of faculty members is needed to insure that the library is kept up to date in the various subjects. The library provides request forms for book purchases; these may be obtained from your department chairman.

During the 1971-'72 school year, installation was completed on the Information Retrieval System (IRS), with a core unit and retrieval carrels located in the library, plus a number of remote retrieval sites in dormitories and classroom buildings throughout the campus. The IRS allows the retrieval of numerous tape-recorded, video-tape-recorded, disc-recorded, and other programs in seconds from any of the retrieval sites. While the full impact of the IRS on our educational system will not be realized for some time, the uses of the IRS are many and diverse. Faculty and students should feel free to discuss ideas for utilization of this sophisticated equipment in their specialized fields.

Information Retrieval System 5.10

Located in the second floor of Mason Library, the IRS is designed to complement the teaching program at the College. Faculty members and students help to make it a usable system by their requests. The information to be retrieved is placed on audio tape, video tape, or is fed live from television receivers and from the Production Studio in the basement of Parker Hall.

More than 100 video tape programs are available, and more than 1,500 audio tape tracks are stored in the IRS file. These are listed in booklets at the circulation desk in Mason Library and at the desks in each of the dormitories. Each dormitory has listening areas. A number of classrooms are tied into the IRS Control Center. These classrooms are located in Butterfield, Adams, Morrison, Parker, Blake, Spaulding, and the Science Center.

Faculty members are encouraged to consult with the IRS personnel for instruction in the use of the system and for any requests that they may have.

Media Services Center 5.11

The Media Services Center, presently located on the ground floor of Parker Hall, Room 9, will be moving during 1975 to the second floor, North wing of Elliot Hall. It is staffed between the hours of 8 a.m. and 4:30 p.m. The following equipment, limited in number, is available for classroom use: Movie projectors (16mm), overhead projectors, slide projectors, projection tables, record players, video tape equipment, filmstrip projectors, opaque projectors, portable screens, tape recorders, sound equipment and other special equipment.

A selection of filmstrips and 16mm films is filed in the center. The collection of 2" x 2" art slides is in the possession of the art department.

Recorded tapes can be made or copied and a tape library is in the process of development. Faculty members who have special tapes that could be copied are requested to make these available.

Requests for equipment should be filed at the MS center 48 hours in advance of requested delivery. Return responsibility rests with the borrower.

For use upon short notice, a movie projector, an opaque projector, and a record player, with projection table and portable screen, are kept in the Education Office, in Alumni House. These will be signed out with the secretary in that office.

There is a movie projector in the booth of Room 101 in the Science Center. The Media Services Center will arrange for a projectionist upon notice of 48 hours.

Film ordering: All films ordered on a charge basis are arranged through the Media Services Center. Billings for the use of the films are sent to the business office by the distributor. These are forwarded to the secretary, who signs approval for payment after checking the dates of use. It is important that all charge films be ordered in this manner, as payment may be denied if no knowledge of the request is on file. Film catalogs are also available in this office to faculty members.

Special set-ups for departments using multi-media instruction or public address systems require three days notice at the audio-visual center. Student projectionists are provided for those who need them whenever feasible. Faculty members are urged to pre-think their needs rather than chance a breakdown or damage to valuable equipment.

Other services offered include limited camera work, 35mm and polaroid; work space and materials for faculty members interested in making their own transparencies, and the preparation of Technifax (black and white) and Thermofax copies and projection overlays.

Previewing of films and filmstrips is accommodated in the viewing room of the Media Services Center.

Departments authorized to purchase audio-visual equipment are expected to ensure that replacement parts are stocked by the Media Services Center.

College Bookstore 5.12

Located on Appian Way in the Lloyd P. Young Student Union Building, the KSC Bookstore serves as a vendor for all instructional materials on campus. In addition, it offers a wide variety of other books; particularly paperbacks; stationery; art supplies; clothing; novelties; and various other items common to campus stores.

Faculty members and their families receive a 15 percent discount on all merchandise other than textbooks. Charge accounts are not subject to discount. The store will order individual copies of any book sought by a faculty member.

The bookstore is dependent upon profit for its existence, thus all instructional materials - textbooks, equipment, collateral references and the like - are sold exclusively through the bookstore, and no faculty member, student or staff employee is authorized to sell such materials.

Special arrangements should be made with the manager of the Keene State College bookstore for the preparation and sale of syllabi and other materials not available through the usual trade channels.

Desk copies may be obtained directly from the publishers. Order forms are obtainable at the bookstore.

The bookstore hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Reading Development Laboratory 5.13

The Reading Development Laboratory serves students who wish to improve both their reading rate and their organization of reading material for better retention and comprehension. Each participant receives 20 hours of instruction. The course carries one credit on an optional basis. Faculty and their families are accommodated on a space available basis. The Lab is located in the basement of Fiske Hall and will soon be moving to Elliot Hall.

Child Development Center 5.14

The Child Development Center, a day-care facility, is located on the ground floor of the South Wing, Elliot Hall. It is open, on a fee basis, to children of students, faculty and staff, and the community in the general age range of 3 to 5 on a half-day and full-day basis from 8 a.m. to 5 p.m. weekdays during the academic year.

Testing Center 5.15

The Testing Center is located in the basement of Cheshire House, and will be moving to Elliot Hall. It provides individual and group testing services to students. Interest, personality, aptitude and achievement testing is offered on both referral and walk-in basis. In addition, test scoring services are available to faculty on request.

Thorne Art Gallery 5.16

This handsome wing of the library building provides art exhibits throughout the year. The Thorne Gallery mounts three or more major exhibitions each semester, remaining open during the summer months. A Director is appointed by the College and is aided by the Thorne Art Gallery Advisory Committee, which includes members prominent in the world of New Hampshire art and art education. "The Friends of the Thorne Art Gallery" is an organization for persons interested in encouraging art throughout the Monadnock Region and plays a very supportive role in assisting in the work of the Thorne Art Gallery.

Computer Center 5.17

The Computer Center is located in the Computer Science building adjacent to the Science Center. It contains an IBM System 3 computer used for administrative functions and instruction and research. Two teletype terminals are currently connected to the University of New Hampshire's larger computer for special problems. A remote entry to UNH was installed in September 1974.

College System for Grant Proposals 5.18

The assistant dean for career studies has been assigned, in addition to his other duties, the task of surveying as many sources of prospective financial support as possible for various grant proposals.

Any staff member uncertain as to possible sources of financial support for various ideas and projects may contact him.

Assistance in completing grant proposal forms is provided by the assistant dean and the director of administration. Their offices can provide specific institutional data -- enrollment, minority counts, student-faculty ratios, numbers of faculty by rank, etc. -- required in most grant proposals. In addition, no proposal that contains a financial responsibility statement, or commitment of institutional resources, may be made without the signature of the director of administration. Finally, the director of administration's office provides the civil rights compliance certificate number required on all federal grant proposals.

In brief, the assistant dean for career studies helps identify sources of support for various types of ideas and kinds of projects, whereas the director of administration aids in providing standard data inputs and official certification.

Housing 5.20

Several administrative offices will assist new faculty to locate homes, although the college does not undertake to provide housing for faculty members.

A list of requirements may be sent in advance to the dean's office. There it is mimeographed and circulated to real estate agents in and around Keene. The Campus Housing Office also collects information about available apartments and houses, and it will provide leads to those who inquire. In any event, the faculty member must then assume responsibility for the negotiations.

Food Service 5.21

Meals are available to faculty members and their immediate families at the Keene State College Dining Commons. Service is cafeteria style by the ARA-Slater Corporation. Students require meal tickets but faculty pay by the meal. There is a private dining room for faculty and staff, but faculty members are encouraged to join the students in the main cafeteria.

Meal hours are:		
	Breakfast	7:00 - 8:30 a.m.
	Luncheon	11:15 - 1:15 p.m.
	Dinner	4:30 - 6:15 p.m.

Health Service 5.22

Keene State College maintains a health service program primarily for the benefit of students. A full-time physician and five nurses provides 24-hour care in the infirmary, while the facilities of Cheshire Hospital are available for more serious cases. Emergency care is provided at the infirmary for any faculty or staff member.

Parking Facilities 5.23

Because of the rapid expansion of the college and the large number of commuting students, parking space for automobiles must be efficiently used. For this reason, strict adherence to the parking regulations is requested of faculty, staff and students. The college has provided space to accommodate several hundred cars. Limited city parking is available along Main Street. Care must be used, however, to park only in legally designated areas of city streets.

The college issues lettered parking stickers for a fee of $5.00 (per annum for faculty and staff; per semester for students). Vehicles may be parked only in designated lots. Cars with no authorization or the wrong sticker will be towed away at the owner's expense.

Faculty having authorized vehicles may park in the library lot at Hyde Street and Appian Way, and the central lot next to the gymnasium. Unauthorized vehicles parked in the faculty areas should be reported to the Security Office (Ext. 257) in the Heating Plant. (See Parking Regulations, Appendix IV).

Faculty Identification Card 5.24

A wallet-sized identification card, similar to those required for students, is available for faculty members. It may be used for identification purposes on campus and in the community, but is not required for the ordinary concerns of College operations. Identification cards may be obtained from the Director of the L.P. Young Student Union.

College Directory 5.25

Each year a directory is published by the College containing the names of the faculty, their titles and College addresses; a listing of the officers of the administration; and students' names, home and campus addresses, classes and curricula.

Telephone Exchange (603-352-1909) 5.26

The College telephone system operates through a switchboard in the Business Office. During the academic year the switchboard is open from 8 a.m. to 9 p.m. daily. After 9 p.m. and on weekends, the telephone service is handled by the infirmary. A College directory lists all campus telephones and these numbers may be dialed directly without operator assistance.

Incoming calls are relayed by the switchboard operator to the proper extension. To transfer an incoming call to another extension, alternately depress and release the receiver button several times; the operator then transfers your call to the requested extension.

Local outgoing calls including calls to Alstead, Ashuelot, Chesterfield, Dublin, Fitzwilliam, Harrisville, Langdon, Marlborough, Marlow, Munsonville, Spofford, Sullivan, Troy, Walpole, Westmoreland and Winchester may be made by dialing 9, waiting for dial tone, and then dialing all 7 digits of the listed number.

Within-state toll calls should be placed via the Wats Line. Dial the campus operator and ask for a Wats Line. When you hear a dial tone, dial 1, and the 7 digits of the listed number.

Out-of-state calls must be passed to the campus operator before you can dial them. Please give her the number you are calling and your name. Long distance calls cannot proceed when the switchboard operator is not on duty.

Collect calls, credit card calls, billing to your own home number must also be made through the campus operator; she in turn will give you the outside operator. Such calls cannot proceed when the switchboard operator is not on duty.

Mail Delivery 5.27

U.S. Mail is delivered each morning to the mailroom located on the ground floor in Fiske Hall. It is then sorted into departmental mailboxes until it is ready to be delivered by a student mail carrier. All interoffice memoranda as well as U.S. Mail are included in this delivery.

Student mail is also delivered to the mailroom, where it is rerouted to various dorms and organizations. All staff including administration, faculty and non-exempt employees receive their mail here. The mailroom will be moving to Elliot Hall in 1975.

All outgoing mail is processed in the afternoon for collection by the Postal Service in early evening. There is also a collection box located beside Hale Building for your convenience. A schedule of hours is posted on the box. U.S. Mail is for official mail only and not for personal convenience.

Departmental Secretaries 5.30

Secretaries are provided in all departments (including shared services for smaller departmental duties).

Typing, duplication of examination copies, dictation of official correspondence, assistance with grants, typing of dissertations and scholarly papers, and phone attendance are among the services provided. Work time will be allocated by the department chairmen in accordance with the needs of the department.

Dittoed and Mimeographed Material 5.31

Ditto and mimeographic material, when prepared by the secretarial staff, require adequate lead time. Two Xerox machines with departmental keys are available.

A Gestefax machine which can create mimeograph stencils from direct Xerox copies of books and magazines is available in Hale Building. A Flexowriter for mass producing individual letters or documents is in Alumni House. Several high-speed printing processes are available on campus.

NOTE: Students are not allowed the use of the machines or materials on campus, except that a ditto machine is available for their use at the Student Union. Arrangements for its use are to be made with the Student Activities secretary. Students must provide their own ditto masters and paper, both of which are available at the Campus Bookstore. Students can make copies at the Library.

Work Room 104, Science Center 5.32

A work room is located in Room 104, Science Center, for use of the faculty and departmental secretaries who do not have duplicating and mimeograph equipment. This room has two mimeograph machines, one Gestetner and one A. B. Dick, two duplicating machines, one power and one manual, a collator which will handle six pages of collation at one time, an electric stapler, and a Thermofax machine. There is also a paper shredder for destroying extra copies of examinations or confidential materials.

There are over 1,000 stencils on file under a numbering system. In many cases it is only necessary for a member of the faculty, or a secretary, to make a telephone call, indicating the number of stencil to be reproduced and the quantity. The secretary in the work room will then arrange for this service.

NOTE: Students are not allowed the use of the machines in the work room.

Graduate Assistants 5.40

Graduate assistants are provided to departments on the basis of instructional requirements, budgetary considerations, and student availability. Department chairmen requesting the services of graduate assistants are expected to file the related justification four months in advance of the date of appointment.

Graduate assistants are appointed for the academic year only. To be eligible for employment, the student must be matriculated in the Keene State College graduate program. Since these appointments require half-time work, graduate assistants are limited to enrollment in two courses per semester. The graduate assistant receives an annual stipend of $2,400, plus exemption from tuition charges. The registration fee and all non-academic fees, such as the Student Union fee and the Student Activity and Health fees, are obligations of the appointees.

Teaching and other assignments are defined by the department chairman, and graduate assistants are expected to render the equivalent of six credit hours of instructional service. There are various types of assignments, including supervision of laboratories.

Student Assistants 5.41

Application forms for requesting student help may be obtained from the department chairman at the start of each semester. Requests should state the hours preferred and the name of the student. After conferring with the Financial Aid office, the department chairman will notify the faculty member how much time has been approved.

No student will be put to work until after budgetary clearance by the director of administration. Where possible, student helpers should be selected from among those eligible for Federal Work-Study assistance, although limited state funds also are budgeted. The financial aids officer will explain the requirements for federal assistance and identify students seeking part-time employment.

Press Releases 5.50

The various news media seeking campus information are highly competitive. Two radio stations and two daily newspapers actively solicit college news here. Others check the campus occasionally on specific stories.

To insure fair and accurate reporting of newsworthy events, the College maintains a College Information Office. Faculty members are expected to release all off-campus news about the college - classes, departments, grants, research, personnel, or activities - through this office.

The undergraduate newspaper and the student radio station cooperate with the College Information Office. Although The Equinox and WKNH have no direct off-campus sale, news flows each way -- directly to and from the College Information Office. Student reporters seeking news should be received with mature assessment of the purposes and likely effect of the inquiry. A reminder to the student to undertake cross-checking with the College Information Office is advisable.

A faculty and staff Memo from the President is published periodically by the College Information Office.

Recreational Athletics 5.51

The College's physical education building provides locker-equipped areas for men and women faculty.

A handball court, a squash court and the use of the gymnasium floor for volleyball, badminton and other sports may be arranged with the Department of Physical Education at times when classes and team sports are not using them. A regulation size (75' x 45') swiming pool, with 1- and 3-meter diving boards, is also available during designated recreational periods.

Science Center 5.52

The Science Center on Appian Way contains a planetarium on the fourth floor, a photographic darkroom for the science department, a fully equipped, climate-controlled animal room, a rooftop greenhouse and two auditoriums. Other special facilities include experimental laboratories for psychology and the natural sciences and a machine computation room for mathematics.

Faculty Lounge 5.53

A lounge is located on the first floor of the Science Center (Room 107). It contains stove-refrigerator-sink units, dishes and silverware, comfortable chairs and counches. Phone service is available through the College switchboard.

ASSOCIATIONS AND ORGANIZATIONS 5.60

Faculty Association 5.61

The Keene State College Faculty Association has been recognized by the Board of Trustees as the voice of the College faculty (UNH Trustees Manual, Sec. 19). Membership is automatic for all persons of faculty rank.

Currently the Association serves primarily as a forum for faculty opinion. The faculty may charge the Association with the selection of ad hoc committees to investigate specific issues affecting faculty welfare. Any forthcoming recommendations will be forwarded to the appropriate Senate committees, College committee, or administrative office.

AAUP - American Association of University Professors 5.63

The American Association of University Professors (AAUP) maintains a chapter at Keene State College. The national organization is dedicated to a shared responsibility by faculty and administration for the well-being of higher educational institutions. Four major areas of concern are: economic status, academic freedom, professional ethics, and responsibilities. All teaching and research faculty are eligible for membership.

AHE - Association for Higher Education 5.64

Membership in the Association for Higher Education (AHE) is automatic for college faculty members having membership in the National Education Association (NEA). Members receive the semi-monthly AHE College and University Bulletin, and if desired the yearbook, Issues in Higher Education. The latter reports the work of the National Conference on Higher Education held annually in Chicago.

NHEA - New Hampshire Education Association 5.65

Membership in the New Hampshire Education Association (NHEA) is open to all members of the teaching profession in the state. An annual convention is held in October, and the association maintains a strong public information program. The NHEA is a state affiliate of the National Education Association, and the NEA Journal is sent to all members.

Alumni Association 5.66

The Keene State College Alumni Association is open to all graduates, including those who receive graduate degrees, and to College faculty and administration. The Association maintains contact with more than 7,500 KSC graduates. Its leadership includes an elected alumni trustee on the Board of Trustees of the University System of New Hampshire, an elected alumni Board of Directors of 18 members, and the Alumni executive secretary.

The Alumni Association promotes the welfare of the College and its alumni, and the extension of a mutually profitable relationship between them. The alumni participate in programs to encourage qualified high school students to attend KSC; to acquaint legislators and the public with the needs of the College; and to promote annual giving to the KSC Fund. The Alumni Office will be located in the historic original section of Elliot Hall.

All major College committees have alumni representatives who participate in the formation of policy and program. Communication between alumni and the College is provided by the Alumni newspaper. Graduates return to the campus for alumni reunion each May. Area groups located away from the campus arrange for dinner and social gatherings during the year.

Distaff Club 5.67

This organization of women faculty and wives of faculty and administration members endeavors to develop social contacts and promote friendship. Business meetings are held throughout the year, interest groups are sponsored, social gatherings for all faculty are held, and the club participates in community service projects.

PARTICIPATION IN GOVERNANCE 6.00

By ancient tradition, a faculty is the prime source of direction for higher learning. The guidance to those who teach is crucial to the decisions of what shall be taught and how to teach it. Keene State College's progress depends upon the involvement of all members of the faculty, not only in teaching but in the governing of the College.

Faculty-Student Board of Trustees Observers 6.05

Faculty members and students, elected by the College Senate, serve annually as observers to the University System Board of Trustees. Faculty observers are assigned to the general board and to its Educational Policy, Personnel, and Student Affairs Committees. Student observers are assigned to the general board and to its Educational Policy and Student Affairs committees. None of the observers are required to be members of the College Senate.

College Senate 6.10

The Keene State College Senate is the legislative body of the college (By-laws, Appendix II). Under the leadership of the college president, it has legislative jurisdiction over educational policy and program, and student activities, subject to the approval of the Board of Trustees (UNH Trustees' By-laws: IV, B - 3,4).

The membership includes the president of the College, who presides; the dean of the College, the director of administration, the dean of student affairs, the librarian; the president of the student body, fifteen students chosen by the student body, and twelve faculty members elected at-large, and one faculty member from each department.

Election of the at-large faculty members is for three years, with one-third elected each May; election of the departmental representatives and the students is for one year only. (The list of voting departments will be found in Article VIII, Appendix II).

The College Senate meets once each month during the academic year. Such meetings are attended by each member of the Senate unless excused by the secretary. Special meetings may be called at any time by the president, or by a majority of the Senate members. Due notice shall be given to all members.

The College Senate maintains five standing committees, whose actions are subject to the approval of the parent body. These committees are:

1. Executive Committee: This committee consists of the president of the College, who presides; four members elected by the Senate; and the Senate president and secretary, as non-voting observers. All other standing and *ad hoc* committees of the Senate are appointed by the president with the advice and consent of the Executive Committee. It also serves to establish executive continuity between meetings of the College Senate.

2. Admissions and Standards Committee: This committee is concerned with entrance standards and scholarship requirements. It recommends the grades requisite for honors, warnings, probation, and exclusion, and may review records of student performance. It also determines eligibility of candidates for degrees.

3. Curriculum Committee: This committee deals with matters of educational policy, subject matter, method of instruction, facilities, and research. It works with the dean of the college and departments.

4. College Welfare Committee: This committee investigates matters dealing with the economic welfare and general working conditions of the faculty. It may initiate action or receive suggestions from any source.

5. Student Affairs Committee: This committee formulates policy for non-athletic student affairs and organizations and approves constitutions, bylaws, and programs in cooperation with the dean of student affairs.

The Graduate Council presents all graduate matters directly to the College Senate.

The office of the College Senate secretary is located on the first floor of Hale Building. Materials relevant to College Senate business can be reproduced by this office if four to five days are given in advance of the distribution deadline.

Whenever possible, the College Senate secretary is given a one-course reduction in workload to assist the secretary in effectuating the duties of this office.

Administrative Executive Committee 6.15

The KSC Administrative Executive Committee serves as an advisory group to the president of the College on all matters pertaining to the administrative and operational affairs of the College. Membership includes the president as chairman, the dean of the College, the director of administration, the dean of student affairs, and the director of physical plant development.

Academic Council 6.20

The Academic Council provides an information clearinghouse for problems and policies related to the instructional program. Recommendations are made to administrative officers and to the College Senate.

Membership includes the college president, the academic deans, the chairmen of instructional departments, and the college librarian. The dean of the College is chairman.

Administrative Council 6.21

The Administrative Council advises the president of the College on operational problems and procedures. It may also make policy recommendations to the College Senate or to student organizations. Membership includes the president, as chairman, the dean of the College, the director of administration, the dean of student affairs, the College information officer, the director of physical plant development, the director of student financial aid, the dean of men, the dean of women, the registrar, the business manager, the director of student activities, and the alumni executive secretary, and such administrators as the president may designate.

Graduate Council 6.22

This council advises the director of graduate studies and recommends to the graduate faculty in matters concerning curriculum and academic standards. The members of this council annually update the Graduate Catalog.

Membership includes five elected graduate faculty members, no one of whom can be in the same department, and three ex-officio members -- the dean of the College, the director of the graduate program and the department chairman in education. The director of the graduate program serves as chairman and convenes the council.

Athletic Board of Control 6.24

The Athletic Board of Control serves in an advisory capacity to the College athletic director who, under the dean of the College, shares responsibility with the board for the conduct of the College's intercollegiate and/or intramural athletic programs to insure that they are conducted in strict compliance with all Keene State College policies and procedures, and with athletic conference rules regarding such matters as financial aid to athletes, eligibility for competition and principles governing recruitment of student athletes.

Admissions Advisory and Scholastic Standing Committee 6.25

This committee advises the director of admissions, on request, about applications by new or re-entry students; reviews and recommends on cases involving scholastic probation or academic dismissal; rules on appeals from students or candidates in matters involving admission, readmission, scholastic probation and academic dismissal; analyzes the admissions procedure process and the scholastic standing and probation system, and recommends any changes involving policy to the Senate Admissions and Standard Committee, and any changes involving procedures in administration to the Dean of the College.

The committee also advises the personnel deans in cases of a serious disciplinary nature.

Committee to Determine Residence of Students 6.30

The Residence Committee is responsible for evaluating cases involving a question as to whether a student is deserving of in-state consideration upon appeal from the Director of Admissions' decision.

Membership includes the alumni secretary, the registrar, and the business manager, who serves as chairman. The Director of Admissions is an advisor to this committee.

Joint Student-Faculty Hearing Committee 6.35

This committee consists of three students and three faculty members, one of whom is selected from a panel of six students and six faculty members chosen by their respective senates. Two non-voting chief justices are selected from the 12-member panel -- one a student and one a faculty member. The six committee members and the chief justices are selected by the drawing of lots for each case.

The student will be informed in writing by the appropriate personnel dean of the following:

Accusation with sufficient particularity, the possibility of serious penalty, the right to a hearing and the list of hearing procedures.

The student has 24 hours to file a request for a hearing.

The hearing committee meets between three class days and 14 calendar days after the student receives notice from the dean, unless requested by the student. The student shall have the right to be assisted in his defense by an advisor of his choice from the college community. The burden of proof shall rest upon the official bringing the charge.

The student shall be given the opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case will the committee consider comments against him unless he has been advised of their content and of the names of those who made them against him, and unless he has been given an opportunity to rebut unfavorable inference which might otherwise be drawn.

Hearings will be in executive session.

All matters upon which the decision might be based must be introduced into evidence at the hearing. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted.

Official minutes of the hearing will be made by the chief justice.

All copies of these minutes will be turned over to the President of the College to be disposed of at his discretion.

The hearing committee will determine innocence or guilt and set penalties. The decision of the hearing committee shall be final subject to the student's right to appeal to the Judiciary Appeals Board or ultimately to the president.

Student-Faculty Judiciary Appeal Board 6.40

This student-faculty board serves as a court of appeal for student offenses. It is qualified to hear evidence, summon witnesses, and make findings which are forwarded to the president of Keene State College. Appeals may be initiated by individual students or by referral from the personnel deans.

The board for any given case consists of seven justices drawn from a panel of fourteen persons, equally divided between faculty and students. The panel is appointed annually by a joint session of the College Senate Committee on Student Affairs and the Student Senate Committee on Student Affairs.

The board has original jurisdiction in cases involving the interpretations or clarification of the Student Senate constitution by laws, statutes and policies, and over issues concerning elective or appointive officers of the student body and over individual and group violations of regulations imposed by student governing groups.

Requests for judicial review shall be filed with the Student Senate president, who will initiate action by the College Judiciary Appeals Board.

The board has appellate jurisdiction in cases involving serious disciplinary penalties enforced by the college personnel deans.

Such appeals may be made only for factual cause and upon a written statement filed within five days of the protested decision.

The notice of appeal shall be given to the dean directly concerned and he shall alert the presidents of the College Senate and the Student Senate to implement judicial review.

The board may impose extra-curricular penalties which the Student Senate has specifically delegated to it; or when necessary, it may recommend to the College President the appropriate disciplinary action.

Exceptions to the jurisdictional authority defined for individual cases and groups include instances when individuals require rehabilitation treatment on the professional level, when the individual or group submits a written request that his case be considered by administrative authority, thereby surrendering the right of appeal to the Judiciary Board, and other rare and unusual cases which the Judiciary Board declines to consider.

If a disciplinary action is formally appealed, the seven justices are designated by the college president who chooses three faculty justices and by the Student Senate president who chooses three student justices. If the case concerns an academic offense, a faculty chief justice is assigned by the college president; in cases involving other misconduct, a student chief justice is assigned by the Student Senate president.

On cases appealed to it, the Judiciary Appeal Board shall function as an appellate body and shall not repeat the duties, responsibilities, or activities of the Joint Hearing Committee by rehearing a case de novo. In this respect, it shall first determine whether or not it should consider the case being appealed by determining if there was failure of due process, or if there were prejudial, arbitrary, capricious, or unreasonable actions or aspects to the case as handled by the Joint Hearing Committee; or whether or not any new significant and substantive evidence has arisen that could not have otherwise been reasonably presented to the Joint Hearing Committee. If the Judiciary Appeal Board finds due process has been observed and no significant new evidence has arisen, it need not further consider the case. If it does find some deficiency of the type noted, it shall consider the matter on those deficiencies so identified.

Student Union Advisory Board 6.50

The board advises the Director of the Student Union on the preparation and execution of the policies, budgets and management of the L.P. Young Student Union, named in honor of President Emeritus Lloyd P. Young. The board is composed of seven students (representing each of the following constituencies: Senior Class, Commuting Students (1 male, 1 female), Campus Residents (1 male, 1 female), Inter-Greek Council, Student Government), one faculty member, and the Director of the Student Union, ex officio.

Advisory Committee on Library Policies 6.60

The advisory committee was established to serve as liaison between faculty members and library staff; to provide consulting services to the college librarian; and to advise the president of the college on matters of library policy. A major concern is to improve accessibility of library resources.

Dining Commons Advisory Committee 6.61

This joint student-administration committee provides a liaison with the management of the Keene State College Dining Commons. It reviews menus and matters related to food service for residence hall students. Membership includes the manager of the dining commons and a representative from each student residence. The chairperson, normally a member of the Student Services staff, is appointed by the president.

New Student Orientation Committee 6.62

Freshman Camp is another new student orientation option open to entering Freshmen who wish to further develop their leadership potential and who wish to become more familiar with the College and how it operates. The Alumni Association assists with this program in an effort to assist freshmen in understanding and appreciating the College's past as well as its present and its future.

Thorne Art Gallery Advisory Committee 6.70

The gallery advisory committee, appointed by the president, is comprised of prominent citizens of the Monadnock Region whose interests turn toward the fine arts. It is chaired by the gallery's director. The committee advises the director on gallery policies and exhibition schedules. The advisory committee has established the "Friends of the Thorne Art Gallery" to broaden the support of the gallery program.

Other standing committees, which have liaison officers from each campus are:

1. Alumni Directors Committee
2. Business Managers Committee
3. Co-curricular Committee
4. January Term Directors Committee
5. Library Committee
6. Marine Science Committee
7. Music Committee
8. Public Relations Committee
9. Registrars Committee
10. Superintendents of Buildings and Grounds Committee

College Day for High School Students 6.79

College Day is an annual activity planned by the Admissions Office wherein high school students and guidance counselors are invited to visit the campus to become familiar with the academic and co-curricular opportunities available at Keene State College. Students and counselors are encouraged to visit the various academic departments, and special orientation programs are provided by the respective faculties. College Day is normally held in the fall.

Parent's Week-End Committee 6.80

This student-faculty-parent committee is charged with the program and arrangements of the annual Parent's Week-End. The general chairman is appointed each year by the college president. This committee also handles the Honors Convocation as a part of Parent's Week-End when Dean's List students are honored and the Distinguished Teacher and Granite State awards are presented.

Honors and Awards Committee 6.81

This committee performs the dual function of nominating outstanding persons to receive honorary degrees at commencement time, a maximum of two per year, and of recommending to the trustees names for new campus buildings and special facilities, such as auditoriums. In addition, each year, two names are presented to receive the Granite State Award.

The membership normally includes one or two trustees, two faculty members, two students, two alumni, and one administrator.

Concert and Lecture Committees 6.83

This committee is charged with the planning and scheduling of a balanced program of cultural activities in the interest of the campus community. The events scheduled are intended to supplement the program offerings of the Keene area. The financing is provided by joint appropriation from the student activities fund and from the college budget. Additional funds may be obtained from other sources, eg. K.S.C. Alumni Association, grants, etc.

Membership includes four members of the teaching faculty, one of whom is the chairman; the director of student activities, and two students. Faculty members are appointed by the KSC president, and student members by vote of the Student Senate. Appointment is for a term of one year.

Distinguished Teacher Award Committee 6.84

The Alumni Association annually bestows a Distinguished Teacher Award on that member of the teaching faculty who -- in the evaluation of a committee comprised of faculty, student and alumni representatives and the President of the College -- has demonstrated excellence in classroom teaching, interest in the intellectual development of students, the encouragement of independent thinking, and outstanding rapport with students. The award is traditionally presented on Parent's Week-End.

New Hampshire College and University Council (NHCUC)

The New Hampshire College and University Council represents virtually all the accredited four-year colleges in our state plus the University of New Hampshire system. The Council is a unique combination of both public and private colleges, working together to share resources and enhance learning opportunities for students.

Since its inception in 1966, the Council has concentrated on forging joint programs in academic and management areas. Its achievements in such programs have gained widespread recognition for the NHCUC, which was singled out in three separate national studies as one of the most outstanding "consortia" (or inter-college associations) in the country.

In FY 73-74 the Presidents of the member institutions unanimously adopted goals for the next three years. These goals are aimed at insuring the survival of our diverse system of higher education in order to maximize educational opportunities in New Hampshire. The goals are:

(1) To bring together key decision-makers to focus on common problems, exchange information, and formulate institutional goals in the context of state-wide planning.

(2) To maximize existing academic resources through interinstitutional curricular collaboration, while jointly seeking new resources to improve teaching and learning.

(3) To assist one another in upgrading management personnel, attacking deficiencies in such areas as institutional data, and jointly administering services where feasible, and to involve as appropriate all segments of the campus in such ways as management teams and institutional research councils.

To accelerate progress toward the three year goals, the NHCUC sought funding from a major foundation. This spring, the W.K. Kellogg Foundation favorably reviewed the NHCUC's three part proposal. The plan funded by the Kellogg Foundation includes the following thrusts:

(1) Interinstitutional Planning - institute a joint planning process to focus on common issues of the survival and role of New Hampshire higher education and to mesh college priorities with state-wide planning requirements.

(2) Academic Resource Sharing - a pioneering strategy to join interinstitutional curriculum development with instructional development; in the former, combining and revising offerings to reduce duplication and make the curricula more responsive to student interests; in the latter, assisting faculty to become more skilled in a variety of teaching methodologies tailored to individual student needs.

(3) Management Planning and Development - establish a consortium management training center to upgrade campus managerial personnel, adopt new national data reporting and program budgeting formats, and further develop inter-college cost-saving arrangements.

FACULTY CONCERN WITH INSTRUCTION 7.00

The responsibility of the faculty is to work together to produce a high quality of instruction for Keene State College students and to offer, within that frame, the most imaginative and stimulating courses that the sheer limitations of time, facilities, and humanity will allow. To that end, each faculty member should understand and cooperate within the structure of teaching at the college.

Office of the Dean of the College 7.10

This office is primarily responsible for the academic program. It receives proposals affecting the academic program from department chairmen. The dean offers leadership in curriculum development and has responsibility for evaluation of the instructional staff and program. He makes the recommendations to the president and to the Board of Trustees on matters of faculty personnel actions and serves as the chief executive officer during the absence of the president.

Department Chairmen 7.11

The chairman of a department serves in the dual capacity of member of the teaching faculty and administrative officer under the dean of the college.

A. He plans, summons, and presides at all meetings of the department; such meetings may also be called at the request of department members.

B. He plans, with members of his department, a constructive program to carry out the educational policies of the college.

C. He evaluates periodically the individual member's performance and the instruction, research, and professional status of the department.

D. He advises in appointments, promotions, and dismissals.

E. He guides and supervises new members of the department and others who may benefit by guidance.

F. He keeps adequate departmental records, and forwards to the dean of the college pertinent evaluations and recommendations.

G. He files an annual report of the operation of the budget.

Teaching Responsibility 7.21

Keene State College has adopted a teaching load of 12 semester credits. Semester credit in most academic courses are equivalent to actual clock hours. But some teaching activities, such as laboratories and other less formal instruction, are scaled at two-for-one or occasionally three-for-one in terms of clock hours.

Certain faculty members with special and time-consuming duties, such as department chairmen, teach a reduced schedule. All individual assignments are made by the dean of the college with the advice of the department chairmen. The registrar prepares the master schedule of classes and assigns and adjudicates examination scheduling.

Contract period of service September 1 through June 30 constitutes the academic year basis of appointment; during this period faculty members' primary professional obligations and responsibilities are to the College.

Office Hours 7.22

Each faculty member is expected to schedule a minimum of three office hours, distributed throughout the week, for student conferences. This schedule should be posted on the office door of the faculty member concerned and a copy filed with the department secretary and the switchboard operator. Brief directions describing how to obtain appointments should be added.

Locator Schedules 7.23

At the beginning of each semester, faculty members are asked to fill out locator schedules for the department secretary and the academic dean. Both class and office hours should be shown, with the location and room number of each, along with other information as requested.

A locator card for filing in the Fiske Information Office will be sent to faculty members during the first week of the semester. This should be filled out and returned, showing class hours, room locations, home address, phone number, and similar information. It will become a part of the master locator index, along with similar cards showing student schedules and addresses.

Conferences and Workshops 7.24

Occasionally, various instructional departments may wish to schedule conferences and workshops at the college for the benefit of in-service teachers or other similar groups. These should be arranged, preferably at least a month in advance, by the department chairman with the dean of the college or the director of extension services. Space for the lectures or conferences should be discussed with the director of physical plant and provision made for news coverage through the College Information Office.

Visiting Speakers (Classrooms) 7.25

If a faculty member wishes to have a visitor address his class, display slides, or conduct a discussion, it is sufficient to notify the chairman of the department who will, at his discretion, see that the dean of the college is notified. When additional or different space is required, advance clearance must be obtained. Honorariums are available only when budgeted by the departments and payment must be authorized by the director of administration.

When the event involves a combination of classes at a time that conflicts with other scheduled commitments, authorization must be obtained at least a week in advance from the dean of the college. The procedure is the same as for field trips.

Any event which may have campus-wide interest should be scheduled through the director of administration and the director of student activities.

Faculty Meetings 7.26

About a week before the fall semester begins, the president and the dean of the college meet with the faculty for a period of orientation, planning and discussion.

At several times during a semester, further faculty meetings may be called by the president, or by the president at the request of faculty members, to discuss matters of general concern.

Field Trips 7.30

Short field trips, which occupy the normal class hour only, require no special notice unless college transportation must be arranged. Longer trips, especially those which conflict with the hours of other classes, must be approved in writing by the dean of the college. The procedure, adopted by the College Senate, is as follows:

At least one week in advance of the event, the sponsoring faculty member shall prepare a list of participating students, the hours they are expected to be absent from campus, and the nature of the activity. This list shall be sent to the dean of the college with the endorsement of the department chairman.

The instructor should remind his class of their responsibility to arrange to make up any work missed in their other classes. After the trip, he is responsible for notifying the dean of any listed students who did not participate.

Student Transportation 7.31

A faculty sponsor or coach is expected to take every reasonable precaution to protect the safety of students traveling in connection with a college-authorized activity.

A. Events scheduled, pre-planned, and financed by budgeted funds. These include athletic trips, departmental field trips, and representation of campus activity.

1. Common carrier: The provision of liability insurance by the carrier makes this the most advisable method of travel.
2. College automobiles: Utilization of these vehicles requires filing a Vehicle Request Form with the Maintenance Department (see Section 3.50).
3. Private vehicle: Only a faculty member may be reimbursed for mileage.

B. Class field trips, special activities trips and social events of an occasional nature.

1. College vehicles: Request procedure and operating rules may be found under Travel - Advance Procedures and Reimbursement of Expenses. (Section 3.50)

2. Private vehicles: Only faculty members may be reimbursed for the use of their vehicles. No such arrangements are available for student cars.

NOTE: Any time a private vehicle is used to transport students in a college-connected activity, it is the duty of the faculty member in charge to verify that such vehicles carry insurance protection of at least $100,000 - $300,000. (See Comprehensive Liability Protection, Section 7.33)

Athletic Games During Class Hours 7.32

The faculty sponsor, coach or advisor, whose team is scheduled to play or travel during class hours is responsible for notifying the dean of the college as soon as the roster of participants is known. He should send to the dean a list of those participating, the hours absent from campus and the nature of the activity. Coaches must warn their teams that the students are responsible for arranging to make up missed class work. The coach will also notify the dean of any excused student who failed to participate in the trip event.

Comprehensive Liability Protection 7.33

Keene State College, through the University of New Hampshire carries a comprehensive automobile liability policy with the following coverage:

A. Bodily injury liability:

1. Vehicles with maximum seating capacity of nine persons:
   a. $100,000 each person
   b. $500,000 each accident

2. Vehicles with maximum seating capacity of ten or more persons:
   a. $300,000 each person
   b. $500,000 each accident

B. Property damage liability:

1. $50,000 each accident

The drivers of all state vehicles are covered, as are all employees and students who are not employees traveling therein. Drivers of non-state vehicles on university business or sponsored activities, whether employees or students, are not covered and have to be covered by the personal automobile liability policy of the owner of the vehicle (See Section 7.31).

Curriculum Advisement

The individual advising of students is one of the most important collateral duties of a faculty member. Thus, each faculty member is expected to inform himself of the general educational requirements of the College and the particular standards of his own department.

In order that faculty members may be assisted in achieving high quality academic advisement, they will be expected to participate periodically as General Freshman Advisors in the new student orientation program alluded to in Section 6.62. It will be the responsibility of the coordinator of academic advisement to recruit these faculty members and to provide necessary materials and instruction for advising.

The General Freshman Advisor is the student's academic advisor until the student officially declares his/her major.

Selection: When the student makes an official declaration of major, the department chairman shall assign a faculty member to act as the student's major advisor.

a. Changes: Faculty members will not countenance informal student arrangements for changing advisors. A change of minor advisors requires authorization of the chairman, who will consult student and advisor before making a new assignment. A change of General Freshman Advisor requires authorization of the coordinator of academic advisement, who will also consult student and advisor before making a new assignment.

b. Departure: When a student's major advisor retires or departs from the campus, the department chairman will reassign the advisees. For departing General Freshman Advisors, the reassignment will be the responsibility of the coordinator of academic advisement.

c. Change of Major: When a student has officially changed his/her major subject area, the chairman of the student's new department will assign the student to an advisor in his/her new major subject area and notify the former advisor of the change.

Duties: The academic advisor is charged with guiding the student to the successful conclusion of his chosen curriculum and the award of the degree. He confers on the choice of courses, helps plan each semester's schedule and endorses the registration for classes; he keeps a record of cumulative credits and required courses and directs the student toward the right course at the right time.

He discusses the student's extra-curricular activities and their bearing upon his studies. If the student has scholastic difficulties, the advisor meets with him to help identify and remove the cause of the trouble. In any case, he should see his advisees individually at least once each semester.

Endorsements: The advisor must be sought for endorsements, which give a constant check on the program of the advisees:

a. Schedule of Classes: Before registration each semester, the student must have his advisor's clearance of courses and credits.

b. Student Teaching Clearance: The advisor's signature must be on this document before the student can be assigned to do his student teaching requirement.

c. Add and Drop: The student obtains a class withdrawal form from the registrar, and contacts his instructor and advisor to have them initial it for data processing purposes. However, neither their permission to withdraw, nor that of any dean, is required. Course withdrawal will become automatic if the professor or advisor decline to initial the withdrawal card and the registrar confirms they were aware of the student's intentions.

Information: The advisor has access to all records of the student in the office of the registrar, and is additionally assisted by:

a. Conference Notes: Individual talks with advisees are scheduled during pre-registration. Other conferences should be arranged at a mutually convenient time.

b. Statistical Data Forms: One copy of this form, filled out by each student upon registering, will be forwarded to the student's advisor.

c. Annual Grades: A complete transcript of a student's grades is forwarded once a year by the office of the registrar.

d. Further Information: The advisor may confer about the student at any time with the dean of women/men and with the department chairman and the dean of the college.

Innovative Courses and Special Academic Opportunities

The College offers a variety of innovative curricula courses and special academic opportunities, including:

Individualized Major - This program is designed to fill the gap between existing majors and the highly motivated student's particular interests and career plans. The student designs his or her own major program with the assistance and approval of three full-time faculty members, one of whom is the advisor of record. The individualized major requires at least 32 semester hours of academic credit and requires the approval of the dean of the college.

Contract Coursework - This program provides the student with more flexible and non-traditional studies on an independent study basis. Academic credit is available in blocks of from one to six credits per semester. Students register for a contract course under the designation of "KSC 490 Contract Course." Credits earned may not be applied toward general education requirements. The proposed contract course must be signed by the student and approved in writing by two full-time faculty members.

Independent Study - A tutorial form of study with a paper normally required in a student's major area of interest not covered in the regular curriculum or where the student exhibits capacity to do work beyond that required in existing courses in areas of major interest. The topic is mutually selected by the student and the instructor.

International Study - Travel abroad is available through the College's "KSC 080 (Travel Studies)" interdisciplinary course. Permission is needed from the tour director, the department chairman and the dean of the college.

Early Admission - An early admission program enables students who possess high scholastic aptitude, superior academic records in high school, and satisfactory character references to skip their senior year of high school and move directly from the junior year in high school into the freshman year of college. Students seeking admission under this program must undergo interviews with the director of admissions, the chairman of the department to which early admission is sought, and the appropriate student personnel dean.

Advanced Placement - A student may receive advanced credit and/or placement by taking an advanced placement course in high school and achieving a satisfactory score on the appropriate Advanced Placement Test administered by the Educational Testing Service. Ordinarily, no more than 15 semester hours will be granted through successfully completed Advanced Placement Examinations. When advanced credit is granted, it automatically carries with it advanced standing toward fulfillment of requirements, but advanced placement does not necessarily carry advanced credit.

Credit by Examination - The College honors for any student in a four-year program a maximum of 30 credit hours achieved by special examination and for any student in a two-year program a maximum of 15 credits. Such examinations include the College Level Examination Program (CLEP), Advanced Placement Tests (APT) and departmental examinations. Further information should be sought from the Director of the KSC Testing Center.

Correspondence Course Work - This program, most frequently used in connection with courses offered by the U.S. Armed Forces Institute, provides for acceptance of correspondence work for credit through USAFI or some other institution. Approval of the departments in which such work is being offered for credit is required; up to 15 semester hours of credit may be earned and used toward meeting degree requirements.

New Start Program - Enables a readmitted student to resume academic career with credits (but no grades) from previous course work in which the student received a grade of "C" or better and which comply with the degree requirements of the program to which readmission is sought. No minimum grade point average is required for readmission under this program, but the student must achieve the minimum grade point average appropriate to his/her current standing as determined by the total number of credits.

The Continuation Program - Enables the readmitted student to begin where he/she left off in terms of both curriculum and major, as well as cumulative average earned during previous academic work at Keene State. Students may repeat courses in which poor grades have been achieved, with the first grade remaining on the permanent transcript but the new grade being the one figured into the cumulative average. If courses are repeated at another college or university, credits -- but not grades -- may be transferred to raise the student's cumulative average at Keene State College.

New Hampshire College and University Council - A consortium of 13 colleges and universities in New Hampshire affords student exchange among the institutions for credit, plus special coursework, seminars and a one-million volume library resource.

New England Regional Student Program - The College participates in a regional cooperative program, administered by the New England Board of Higher Education, which permits qualified New England residents to study -- with in-state tuition and admission privileges -- in certain programs at any of the state colleges. The program expands opportunities in higher education by making available on an equal basis courses not commonly offered at every institution, thereby helping to reduce duplication of courses and to utilize more efficiently the higher educational facilities of each state. Information may be obtained from the KSC Admissions Office or from the New England Board of Higher Education

Registration

7.42

On the days set aside for course registration each semester, each chairman is expected to supervise enrollment for his department's courses, assisted by the faculty members of his department as required. Faculty members with advisees are expected to assist prior to registration during specific advisement periods.

Preregistration - Students preregister for the fall semester in April and for the spring semester in November, conferring with their advisors regarding class selections and schedules. Enrolled students who fail to preregister will be charged a $15 late-registration fee.

After each day of advisement, a tally of the places (or seats) remaining in each class is posted in the Student Union and in the residence halls. Students fill in a registration form, provided by the advisors, for each class they desire and take it to the department chairman. If space is available, the course reservation card is left with and initialed by the chairman. If space is not available, the student consults on alternate choices of courses with the particular department chairman or his academic advisor.

When all courses are initialed on the registration form, it is returned to the student's advisor for his signature. The advisor keeps one copy, forwards two to the chairman and gives one to the student. About one month later, the student receives a printout of his schedule for the next semester.

Overload charges are assessed for course loads in excess of 18 credit hours at the rate of $30 per credit hour for in-staters and $60 per hour for out-of-staters. Overload charges may be waived by the College Senate if department requirements cause such overloads.

A $15 late registration fee is charged to any student who has not preregistered or has not paid all fees and debts upon registration day for the fall and spring semester.

A student may drop or add a course for a $5 fee between the third day of classes and before the close of business on the tenth day of classes. After this two-week grace period, no courses may be added without the written permission of the instructor and the dean of the college, although they may be dropped up to the end of the sixth week of classes, with a grade of "W" (for"Withdrew") given the student. After the sixth week of classes a student may be granted permission to withdraw from a course only for extraordinary reasons beyond his/her control. This late withdrawal will be allowed only with the written permission of the dean of the college (or his designee). Normally, when this permission is granted, the "W" on the official transcript will be accompanied by the student's letter grade at the time of withdrawal, thus: W(B) or W(F). These grades will not, however, be included in the cumulative grade average.

Enrollment in Classes 7.43

The instructor of a class shall have the responsibility of checking the class roster received from the registrar's office, noting any inaccuracies, and returning a corrected copy of the roster to the registrar's office.

Class Attendance 7.44

Attendance per se is not a criterion for evaluation. However, students are expected to attend all classes and are advised that the nature of many courses is such that participation in class activities will be judged a part of the student's performance.

Classroom Environment 7.45

College policy leaves the matter of smoking in the classroom to the option of the instructor, provided adequate ash trays and smoking receptacles are available as needed and provided that the director of physical plant development has not designated the area as a "no smoking" zone for safety purposes.

Periodic Evaluation 7.46

Each faculty member has a responsibility constantly to evaluate the performance of his classes. Where applicable, this should be accomplished through an organized program of tests and examinations.

Unannounced Tests: These are informal quizzes of short duration, given usually without advance warning. No penalty, as such, accrues to the missing of such a quiz, other than the loss of the quiz grade.

Announced Tests: These are more formal tests of varying duration, occupying all or part of one or more class hours. A copy should be filed with the department chairman. If the class is notified of the intended date at least one week in advance, any student who takes an unexcused absence during that class period receives an automatic F. An excused absence (See Class Attendance, section 7.44) permits the student make-up privilege without penalty. This applies to illnesses and in other legitimate cases when arrangements have been made in advance. Decision as to the form of the make-up work is the prerogative of the course instructor.

Final Examinations: A week is set aside at the end of each semester for administering two-hour final examinations in all courses where such evaluation is appropriate. The omission of a formal examination must be reported to the department chairman. In these cases the class will meet. (See College Senate Appendix)

The examination schedule is prepared by the office of the registrar. Conflicts, when they exist will be resolved by that office. Faculty members concerned may be conferred with in order to work out a feasible compromise.

Closed Period: The closed period begins one day before the first final examination in each semester and continues through the period. No organized activities, meetings, field trips, or athletic events may be scheduled during this time, except for entertainment films or individual recreation.

Office of the Registrar 7.50

This office is the source of accurate information about the academic records of all students. It compiles and keeps on record the statistical material -- semester averages, cumulative average and total credits -- of each enrolled student. It maintains archival records including transcripts, catalogues, and outlines of courses. This office prepares all statistical lists of academic standing and assists in determining which students have completed the necessary requirements for the award of a degree.

The office of the registrar provides the following services for faculty:

A. Information on the scholastic standing of the student.

B. Notice of student withdrawal from college.

C. Various course and grade report forms for semester records.

D. Information for academic advisors, including: Selective Service (student records), Social Security dependents, teacher certification forms, Veterans Administration, Higher Education Assistance, Marine Officer Selection, NDSL forms (when student transfers from another college), and student teaching forms.

Admission Requirements 7.52

Freshmen: The college accepts freshmen upon the basis of satisfactory test scores and high school transcript, a high school diploma or an acceptable equivalent, and the positive endorsement of the secondary school counselor. The Scholastic Aptitude Test of the College Entrance Examination Board is required.

Transfer Students: A limited number of qualified transfer students are accepted. Satisfactory transcripts are required from previous high school and collegiate attendance. A minimum cumulative college average of 2.00 is expected, along with a positive evaluation from the appropriate student affairs dean of the previous college.

Graduate Students: Candidates for graduate degrees are admitted by the director of graduate studies. Their credentials must show graduation from an accredited college with an acceptable achievement level. Scores in the 15th percentile each in the verbal and quantitative sections of the Graduate Record Examination are also required, as well as a personal interview.

Withdrawal from College 7.54

Students who withdraw from the College at any time other than the end of a semester are required to secure a withdrawal form from the registrar. This form, when completed and signed by the dean of the College, must be cleared for settlement of account by the bursar and the personnel dean. Permission will not be granted if the only intent is to avoid failing grades.

An unofficial drop-out results in failure for all courses and consequent suspension or dismissal. Those wishing readmission must do so through the office of the director of admissions.

Student Leave of Absence 7.55

A student may request an academic leave of absence, indicating the exact semester he intends to return. He need not seek readmission, but may merely make arrangements to return to campus on the date specified.

A request for an academic leave of absence must include the signature of the appropriate personnel dean as well as the Dean of the College. Acceptance of a leave is contingent on fulfillment of all official withdrawal procedures by the student.

A student who has withdrawan or has been separated from Keene State College must submit a written request for readmission to the Director of Admissions at least one month in advance of the semester in which he wishes to resume studies.

Students who have been dismissed from the college for academic reasons and who wish to be readmitted after fulfilling the terms of dismissal have a choice of two academic options: the Continuation Program and the New Start Program. (See Innovative Courses, section 7.41).

Probation and Dismissal 7.56

a. Minimum Grade Point Average: In order to maintain good academic standing, students must achieve at least the cumulative quality point average listed below:

Freshmen	1st Semester	1.70	2nd Semester	1.80
Sophomores	" "	1.90	" "	2.00
Juniors	" "	2.00	" "	2.00
Seniors	" "	2.00	" "	2.00

b. Probation: Failure to maintain these averages for one semester results in automatic scholastic probation. Such students are limited to a maximum of 12 semester hours of course work and must remove the cumulative quality deficiency at the end of the next semester. No student on scholastic probation may take part in any co-curricular activity.

c. Exclusion: Students who remain on scholastic probation for two consecutive semesters are automatically dismissed from college. All newly admitted students must achieve a quality point average of 1.30 in order to continue at Keene State College.

d. Review: The Admissions Advisory and Scholastic Standing Committee will review all cases involving probation or dismissal. The Committee recommendations are final. Upon confirmation, an appeal for readmission will not be considered until two semesters have elapsed.

e. Part-time Students: The minimum grade point average for special students is as follows:

15	semester	hours	1.7
30	"	"	1.8
45	"	"	1.9
60	"	"	2.0
75	"	"	2.0
90	"	"	2.0

Failure to achieve the requirements results in an individual review by the dean of the College. Probation or exclusion is determined by his decision.

Grading System 7.57

Grades at Keene State College are normally recorded as A, AB, B, BC, C, CD, D, and F. Use of the grades of AB, BC and CD is optional with the instructor.

Student Teaching (Ed. 401) is recorded on a Pass/Fail basis. Basic Design (Art 61) may be taken on a regular grade or on a Pass/Fail basis.

A grade may be recorded as "Incomplete (Inc.)" when there has been illness or other extenuating circumstances beyond the control of the student. An incomplete is not figured into a student's quality point average, but becomes an "F" if the student fails to complete the course within another semester.

The grade "In Progress (IP)" may be given for courses which extend over more than one semester. It is not figured into a student's quality point average.

Grades are given the following quality point values: A, 4 points; AB, 3.5 points; B, 3 points; BC, 2.5 points; C, 2 points; CD, 1.5 points; D, 1 point; F, zero points.

Change of Grade 7.58

Although each faculty member has the right to change a student's grade if he feels it justified, he should precede the change by conferring with his department chairman.

Final Grade Reports 7.59

At the close of each semester and ordinarily within 48 hours after the final examination in each course, the instructor will turn over to the registrar his grades for all students enrolled. He is responsible for filing the following:

a. Grade Report: He will complete the final grade roster, a form which reports the alphabetical list of students with their grades. Copies of this form go to the department chairman; the original is retained in the registrar's office.

b. Graduate Student Appriasal: For graduate students enrolled in the class, the instructor files a Faculty Appraisal of Graduate Student's Work, including a description of the required graduate paper or project.

c. Outline of Course: An outline of each course taught must be filed within a week of the end of the semester. It reports units and topics and time devoted to them, lists texts, and describes special projects and graduate credit work. These forms must be filed each year and should not be merely referral to previous reports.

Semester Honors List 7.60

Students who maintain a 3.00 grade average, or better, for two consecutive semesters will be eligible for the Dean's List. Those students who during the first semester of their freshman year, earn a grade point average of 3.00, or better, will be eligible for the Dean's List.

Graduation Requirements 7.61

a. All students must satisfactorily complete the requirements of the curriculum in which they are enrolled and present a cumulative average of 2.00 or higher.

b. The academic work of the senior year must be performed in residence at Keene State College.

c. Degree candidates will be allowed a maximum of ten full semesters in one curriculum. Three six-week summer sessions will be considered the equivalent of one semester.

d. All candidates for degrees must be certified for completion of curriculum requirement by vote of the College Senate.

e. An Intent to Graduate Form must be completed and submitted to the registrar's office.

Scholastic Honors 7.62

A student who has attended Keene State College for at least two years and has a cumulative average of 3.90 or higher, will, upon certification by the College Senate, be issued a diploma designating "summa cum laude." A student whose average is 3.70 to 3.89 will be awarded a diploma designating "magna cum laude" while a student whose average is 3.50 to 3.69 will be awarded a diploma designating "cum laude."

Student Financial Aid 7.63

The director of financial aid administers the aid program. Financial aid is available through the following resources:

GRANTS AND SCHOLARSHIPS

Basic Opportunity Grant

Supplemental Educational Opportunity Grant

Positive Action Scholarship

Tuition Grant

Maxfield Young Scholarship

Honor Scholarship

International Student Grant

LOANS

National Direct Student Loan

Tuition Loan

Keene State College Student Loan

Alumni Loan

Young-Pearson Loan

WORK

College Work-Study Program

Student "Hourly" Program

Placement Evaluation 7.70

Graduating seniors may ask members of the faculty to provide references. If the faculty member consents, he will receive from the student a Confidential Reference Form which should be filled out and returned to the Office of Career Counseling and Placement.

Career Counseling and Placement 7.75

The Career Counseling and Placement Office, located in Elliot Hall, is a multi-faceted operation offering the following services to undergraduates, graduates, and alumni:

(1) Small group sessions on career exploration and values clarification
(2) Small group sessions on life and career planning
(3) Career materials and resources library
(4) Individual Counseling
(5) Small group sessions on resume writing and interview techniques
(6) Compilation and distribution of individual credentials
(7) Solicitation, compilation, posting, and distribution of employment opportunities
(8) Scheduling of employment interviews
(9) Workshops for faculty on career and employment opportunities in the various academic major areas.

SUMMER PROGRAM 8.00

This auxiliary program is intended primarily to answer the needs of graduate students and non-matriculated undergraduates. Determination of course offerings is the responsibility of the director of the summer session acting after consultation with department chairmen and the dean of the college. Each year the college offers a six-week summer program intended to serve the needs of matriculated graduate students and undergraduates seeking additional credits. Students, however, must be in good standing at this or another collegiate institution before credits will count. Students matriculated at Keene State College must possess a valid cumulative average. Candidates who are enrolled for a degree elsewhere must present acceptable credentials.

Depending upon assessment of the demand for courses and the availability of faculty personnel, the director, in consultation with the department chairmen and the dean of the college, ordinarily makes a selection of courses from the catalogue. Faculty members, through their chairmen, may propose special courses for consideration by the College Senate, but these must be approved by March 1.

Classes meet five days a week. A preregistration is conducted by mail with registration held on opening day; examinations are given at the final course meeting, and grades and course reports are returned to the registrar on forms supplied.

The summer program is self-supporting; therefore, teaching faculty are chosen on the basis of enrollment demand for particular courses. Efforts are made, within these considerations, to distribute the sections equitably among the regular faculty.

Salary is based upon a normal load of two courses. The rate is 15 percent of the faculty member's annual salary for the previous academic year. When one course is taught, the rate is 7½ percent of the previous annual salary.

Teaching by Non-Faculty Members 8.10

Teaching in the Summer Session by staff other than faculty members shall be governed by the following:

A. Approval by the director of the summer session and department chairman.

B. Written permission of the staff member's immediate superior.

C. Must be undertaken without detriment to the regular assigned work of the staff member's position.

University System Continuing Education Council 8.20

The University System Continuing Education Council, comprised of the directors of continuing education programs on each campus of the University System, the Dean of the System School of Continuing Studies, and representatives of related activities (the educational television network and the Cooperative Extension Service), serves as an advisory and coordinating body with responsibility to the Administrative Board of the System for: (a) Developing a long-range program for meeting the continuing education needs of the state; (b) periodically reviewing existing programs; (c) coordinating the continuing education activities of the various campuses; (d) advising and requesting review by the System Academic Planning Council of programs to be initiated; (e) coordinating with the State Cooperative Extension Council, and (f) maintaining, on an individual campus basis, an advisory board broadly representative of New Hampshire society.

School of Continuing Studies 8.25

The School of Continuing Studies is responsible for expanding and coordinating the off-campus educational programs of the University System of New Hampshire -- to serve all areas of the state outside the cities of Manchester, Keene, Plymouth and Durham. The school utilizes faculty from all the institutions of higher education in the state of New Hampshire, but primarily those in the University System. It provides instruction in credit and non-credit courses, workshops, institutes and conferences. A special effort is made to offer those courses in the community. Courses are directed either toward individual career development or to satisfy personal and leisure time interests. The school administers a Bachelor of General Studies degree, and an Associate in Arts and General Studies degree.

Continuing Education (includes former Evening Division Program) 8.30

The college is open to part-time students from 8 a.m. to 10 p.m. Any student, provided he possesses the proper prerequisites, can register for a course offered at the college and provided that there is space available. Matriculated students receive priority over non-matriculated students in cases where enrollment must be limited. As determined by the department, it is the faculty member's responsibility to teach a course in the evening on a rotational basis so that part-time students can most likely take advantage of the academic offerings of the college. If possible, and if appropriate, courses are to be offered on a cycle which will enable all courses in a department to be scheduled in the evening.

Information on opportunities in continuing education may be obtained in the assistant dean's office in Hale building.

FINANCING AND BUSINESS 9.00

Because Keene State College operates as part of the state university system, it is subject to the fiscal requirements defined by the UNH System Board of Trustees. These business practices are mandatory and require the cooperation of faculty and administration.

Budgeting and Procurement 9.10

Keene State College operates on a biennial budget. Therefore, purchase of equipment and supplies is related to advance planning. Faculty members are expected to indicate their needs to the department chairman, and the departmental recommendations are forwarded for review by the dean of the college and the director of administration.

After approval and funding of the college budget by the legislature, all purchases of equipment and supplies are under the jurisdiction of the business administrator. Purchase orders for more than $300 are issued through UNH offices, based upon local processing of requisitions. These requisitions are initiated by the department chairman and implemented by the business office.

Purchasing Procedures 9.11

When an item costs less than $300, and the requisitioner has sufficient budget funds to cover the order, he completes a purchase order (UNH Form 23-K) including all needed data: vendor's name and address, quantity, catalog or code number, description of item, unit price, total cost, discount, date of order preparation, F.O.B., delivery date, account number, object code, department, fund (Keene), requisitioner's signature and department director's signature.

Assistance is available from the business office.

Approval is required by the dean of the college, dean of student affairs, director of administration or director of physical plant development, whichever is appropriate, unless they delegate responsibility in writing to a person under their authority.

The original is mailed to the vendor by the business office. Copy One is kept by the business office. Copy Two is retained by the requisitioner until the item is received satisfactorily and the invoice is received from the business office. Both are then forwarded to the business office for payment. The business office must countersign and forward to UNH for payment. Copy Three is retained by the requisitioner for his records.

When the requisitioner wishes the business office to make the purchase, the procedure is the same, except the business office, in consultation with the requisitioner, will determine the best vendor's quotation.

Where sufficient budget balance exists to cover orders over $300:

Requisitioner completes UNH Form No. 21, including all necessary data as outlined above. A copy should be made and retained for the department's records. Both copies are forwarded to the business office for processing in accordance with the policies of the University of New Hampshire. Copies of all quotations must be attached.

A purchase order will be received from the University of New Hampshire and a copy will be sent to the department.

Where insufficient budget balance exists:

Budget transfers require prior approval by appropriate department chairman (dean of student affairs, dean of the college, director of physical plant, director of administration).

Funds must be available and transfers approved by the business office prior to purchase. Procedure then continues as outlined above.

Inventory and Equipment 9.12

A record of each item of equipment with a value of $50 or more is kept in the business office. All such equipment bears a Keene State College identification number.

It is the responsibility of each department chairman to keep an up-to-date record of all instructional and office equipment assigned to his department. All items that become obsolete or are missing should be reported to the business office.

The business office maintains a small inventory of office equipment.

Keys 9.13

Keys to campus buildings and to assigned offices, storerooms, laboratories, and the like, are issued by the business office. This requires written authorization by the director of administration or the business administrator. There is a refundable deposit of 50¢ per key.

Repairs and Alterations 9.14

Requests for repairs or alterations to the facilities - offices, classrooms, laboratories, and the like - are initiated by Maintenance Request Orders to the coordinator of work scheduling in the office of physical plant. The necessary work order will be issued after approval by the director of administration, upon satisfactory cost estimate.

Personnel Terminology 9.15

The staff of the College, for personnel management purposes, is divided into the following groups: Executive - the president and the dean of the College; Faculty-Professional-Administrative-Technical Staff - the academic and other salaried administrative employees who provide supervisory and professional services in direct support of the teaching staff; Operating Staff - those employees who provide support services for the teaching, administration and research activities of the College and whose working hours and conditions of employment are, in general, subject to the Federal Wage and Hour Regulations.

Employee Groups 9.16

The Operating Staff of Keene State College are represented by the State Employees' Association of New Hampshire, Inc., in an initial two-year agreement signed on May 26, 1972. The contract covers personnel policy, practices and procedures and matters affecting other conditions of employment and provides a means "for amicable discussion and adjustment of matters of mutual interest at Keene State College."

STUDENT ACTIVITIES 10.00

Among the strong attributes of a smaller college are accessibility of faculty to students and the beneficial relationship that develops from acquaintance outside the classroom. These informal exchanges foster guidance and reinforce more formal instruction.

Student Activities Office 10.10

The office of student activities, located in the L.P. Young Student Union, is the center for campus co-curricular and extra-curricular programs. This office:

A. Maintains records of student organizations. Campus groups file listings of their officers, constitution & by-laws, and financial and activity records.

B. Administers the activity fee budget. This is the office of disbursement for all student activities funds, within the budget set up the the Student Government and ratified by the president of the college. Purchase orders and payment orders for these funds are obtained here and bookkeeping services for student organizations are supplied through this office. Contraction and or expenditure of these funds requires the signatures of the treasurer of the organization, the organizations's adviser, and the director of student activities.

C. Functions as a clearinghouse for programming information, possibilities and advisement for the co-curricular and extra-curricular program. The director of student activities also exercises supervision over contracts involving student organizations.

The semester calendar of activities and events is published by this office, as is a weekly bulletin of coming events. The latter covers a two-week period beginning with each Wednesday. Copy deadline for notices is 4 p.m. each Monday.

Except for strictly academic scheduling (handled by the office of the registrar) and for scheduling by off-campus organizations and individuals (handled by the office of physical plant development), applications for the use of all classrooms, auditoriums, the gymnasium, the college camp, and other college facilities, for whatever purpose, must be cleared through the director of student activities. A notice of 48 hours is required.

Student Union 10.11

The Student Union, named in honor of President Emeritus Lloyd P. Young, provides a focal point for campus co-curricular and extra-curricular activities. The building includes the campus bookstore, the student activities/student union office, the union desk (sells newspapers, snacks, tobacco products, etc.), coffee shop, recreation room & TV lounge, KSC pub, conference rooms, and offices of the Student Government, the social activities council, and the campus media (student newspaper, radio station, and yearbook). The building also houses the Mabel R. Brown Room, named for a former administrator; the room has facilities for theatre, movies, concerts and lectures.

The Union is under the supervision of the director of the student union, who is advised by the Student Union Advisory Board. The Union's operation is financed by a $30 per-student per-year fee.

Student Union hours are:

Monday - Thursday 7 a.m. to 12 midnight
Friday - 7 a.m. to 1 a.m.
Saturday - 9 a.m. to 1 a.m.
Sunday - 12 noon to 12 midnight

Coffee Shop hours are:

Monday - Friday 7 a.m. to 10 p.m.
Saturday & Sunday - 4 p.m. to 10 p.m.

Student Government 10.20

The Student Government functions along the lines of a town meeting. All students are voting members at meetings of the student body which are held at least four times annually. At these meetings, items for debate and decision are presented on a warrent for each meeting. Between these meetings, the Student Government is managed by a Board of Selectmen composed of the student body president (ex officio, sine votem), the student body meeting moderator (ex officio, sine votem) (except in the case of a tie vote) and ten at-large students. All members of the Board of Selectmen are elected in general elections and serve for a term of one year. Meetings of the Board are held on alternate Mondays during the fall and spring semesters. The dean of student affairs, the director of student activities, and one faculty member serve as non-voting advisers. The Student Government performs these legislative and representative functions:

A. With ratification by the president of the college, the Student Government is responsible for the budgeting of student activity funds to the various co-curricular and extra-curricular activities. Requests are filed in the Spring by student organizations, after review by their respective advisers. Meetings are held at which student organization officers may explain and defend their requests and the final budget is presented at a meeting of the student body. After the budget has been passed and funded, actual disbursement is made through the director of student activities.

B. The Student Senate recognizes and directs the policies of student organizations by legislative action and by fiscal control.

C. The Student Government is the forum for and the voice of the student body in all matters concerning their welfare. It makes recommendations to the College Senate and the president of the college in behalf of the students.

D. The student body president is charged with the nomination of student representatives to serve on joint committees with the faculty and/or administration.

Activities Advisement 10.30

Designation of Advisors: Student activities advisors are of two sorts, those who serve by virtue of position and those who serve by nomination and appointment.

A. By Position: These comprise those persons whose advisory duties result from administrative position or special campus roles. Among them are coaches and athletic directors, campus clergy, and publications and theater advisors. They serve *ex officio* from the employment appointment.

B. By Nomination and Appointment: These are appointed by the president of the college after nomination by a student group, with the prior permission of the faculty member concerned. They include class advisors, fraternity sponsors, and the sponsors of most student organizations. The term of office is defined by the president of the college; or the tenure continues until such time as the advisor's resignation is accepted.

Vacancies are filled in this manner: the student organization submits a list of several nominees to the president of the college; the president reviews the nominees and evaluates their other commitments, and then appoints one or more of the nominees by letter.

Duties of Advisors: The advisor attends meetings of the student organization, whose officers are required to inform him of the time and location in advance of the meeting. No student organization can function or be officially recognized without the assignment of an advisor. The advisor acquaints himself with the purposes of the organization and contributes guidance when necessary. He must be conversant with college policies, especially the scheduling of campus facilities, chaperonage, and student budget procedures. His signature is required on all payment orders drawn upon the activity fee budget.

Social Activities Council 10.40

This student organization bears primary responsibility for campus social events, dances, entertainments, etc., particularly in the popular entertainment areas. Membership is open to all students and the council is advised by an administrator and two faculty members.

Social Regulations 10.41

The following regulations have been established by the Keene State College Senate and will be enforced:

1. Intoxicants (Alcohol)

    A. All Keene State College students must comply with state laws concerning alcoholic beverages. New Hampshire laws prohibit:

        1. Possession of Alcoholic beverages by minors*
        2. Sale of alcoholic beverages by minors*
        3. Transportation of alcoholic beverages by minors*

        * A minor is any person so defined by New Hampshire Law.

    B. In addition, the following policies will be enforced by Keene State College:

        1. Any degree of excessive or irresponsible drinking on or off campus will be considered a serious infraction of college regulations. Drunkenness will not be tolerated.

        2. Students of legal drinking age, who comply with college regulations, are not in jeopardy for the consumption of alcoholic beverages.

        3. Possession of alcoholic beverages may be permitted in faculty and married students' housing, residence halls, and fraternities, for residences and their guests who are eighteen and over and who comply with state law and college policies concerning alcoholic beverages. The option of possession of alcoholic beverages by students and their guests who are eighteen and over in residence halls and fraternities rests

with the respective governing council.

4. Drinking of alcoholic beverages is prohibited at:
   a. Athletic events
   b. College dances
   c. Functions open to the public
   d. Any other college property except as specified

5. Organized groups are responsible for the compliance of their group with state and college regulations concerning alcohol.

6. Any misconduct resulting from the use of alcoholic beverages will result in appropriate disciplinary action.

11. Drugs and Narcotics:

The illegal use, manufacture, possession, sale, purchase, prescription, dispensing, or compounding of narcotics and so-called hallucinogenic, stimulant, and depressant drugs is prohibited by both federal and state laws and by college regulations, and will result in disciplinary action for any Keene State College student involved.

Residence Halls 10.50

There are six major residence halls: Fiske Hall, Huntress Hall, Monadnock Hall, Randall Hall, Carle Hall and the Owl's Nests (a complex of six 46-student capacity houses). In addition the College maintains several mini-houses which accommodate between 8-18 students each.

The provision of residence units. dedicated to the philosophy of fusing the living-learning experience, is considered to be a major program of the College. Faculty members, will be called upon, from time to time, to contribute to the educational-cultural programming of the various living units.

Campus Residence Council 10.51

The Campus Residence Council is the official governance recommending body for all college residence units. The Council is composed of the vice-president of each Residence Hall Council, the vice-president for student affairs of the Student Senate as chairman of the Council and the director of Housing as advisor to the Council.

Residence Hall Council 10.52

In addition to the council, each residence hall has an individual council which cooperates with the hall director and the student resident assistants in designing and enforcing the special rules of the individual residence as well as the general regulations applicable to all resident students. The council assists in planning and implementing the social, cultural, educational and recreational activities of the hall and it gives consideration to many problems of residence hall living.

Membership includes elected representatives of each distinct geographic residence hall section, and the residence hall officers.

Fraternities 10.53

The three fraternities -- Alpha Pi Tau, Phi Mu Delta, and Tau Kappa Epsilon -- occupy houses bordering the campus. Fraternities are expected to comply with the non-discrimination and housing policies of the college in order to receive college recognition.

Sororities 10.53A

There is one sorority on campus -- Delta Zeta -- which is a chapter of the national organization.

As is true for the campus fraternities, no sorority may have constitutional or by-law provisions (either local or national in motive) which allow or encourage discrimination.

Inter-Greek Council 10.54

The Inter-Greek Council, comprised of the President and two elected members of each fraternity and sorority, is the governing organization that establishes regulations and procedures for the functioning of fraternities and sororities in their individual and joint activities. The council works with the dean of men and its faculty advisors to arbitrate matters of fraternity differences and to promote better fraternity relations with the campus.

University System Councils 12.00

University system-wide councils were established in 1972 to improve communications and coordination between the Keene, Plymouth and Durham campuses and the Merrimack Valley Branch in Manchester. Their membership is drawn from all branches of the University System.

Through the councils (so-named to distinguish them from trustee and campus committees and to emphasize their advisory function), the Administrative Board may extend the coordination of business operations, academic programming, physical plant planning, budgeting, student affairs, and other functions on a system-wide basis.

The chairmanship of each council rotates between each campus and the Chairman is appointed annually by the Administrative Board or elected by each council.

Each council evaluates proposed programs and policies originating on each of the campuses to encourage and coordinate long-range planning in its particular area, serve as an informational link between the campuses and the Administrative Board, and performs special functions designated by the Board.

The Councils include:

The Academic Planning Council oversees long-range academic program planning within the System, evaluates programs in the context of their relationship to goals of the System, develops guidelines for the review of new and existing programs, and serves as an informational and coordinating link between the campus academic planning committees.

The Budget Planning Council oversees development of a long-range financial plan consistent with planning in the academic program and physical facilities areas, develops procedures for maximizing the effectiveness of the budgeting process, advises on the annual and biennial operating budget proposals, and reviews all matters pertaining to general budgetary policies and procedures affecting the University System.

The Facilities Planning Council develops guidelines for future expansion of the physical plant facilities in coordination with the long-range academic and budget planning, develops a long-range capital budget program, prepares capital budget proposals and recommends modification to existing campus Master Plans.

The Personnel Policies Councils (one with responsibility in the faculty and professional-administrative-technical staff area, the other with responsibility in the operating staff area) review and recommend on all policy matters affecting the employment conditions of their respective constituencies.

The Student Affairs Council reviews programs, proposals or major policy changes related to student life on the campuses, conducts on-going evaluations of existing programs and activities, and provides regular communications among the student affairs officers and student leaders on all campuses of the System.

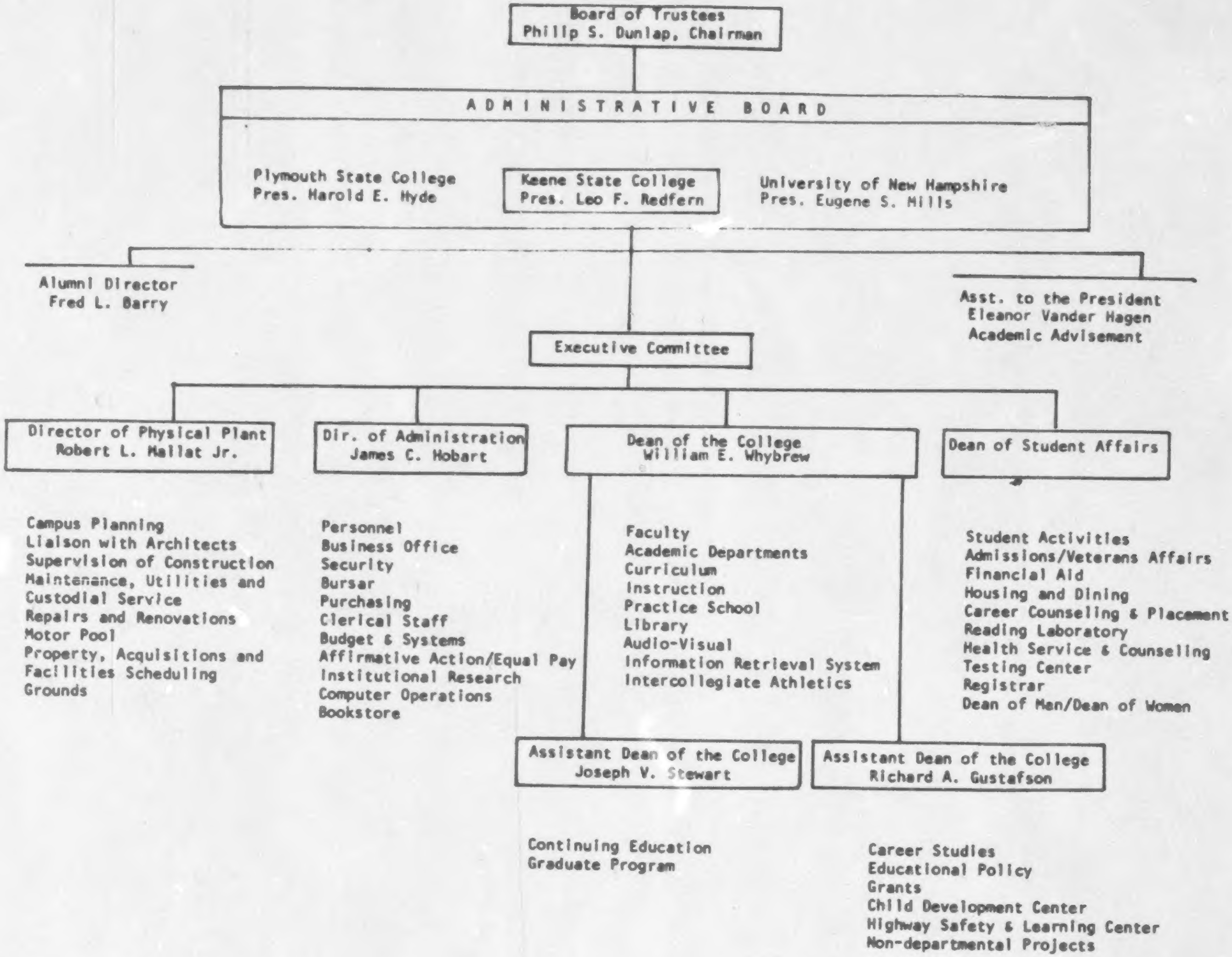
The Continuing Education Council oversees long-range program planning to meet the continuing education needs of the state, reviews existing programs and coordinates the continuing education program activities of the campuses.

There are also ad hoc councils which have primarily developmental responsibilities and are designed to stimulate and encourage inter-campus information exchange and coordinated planning among professional peers. These councils include the Media Services Council, the Voluntary Support Council and the Spaulding-Potter Community Services Grant Council.

APPENDICES

APPENDIX I	College Organizational Chart
APPENDIX II	College Senate By-Laws
APPENDIX III	Forms
APPENDIX IV	College Parking Regulations
APPENDIX V	Campus Map

APPENDIX I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Dean of Student Affairs
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Facilities Scheduling
Grounds
Personnel
Business Office
Security
Bursar
Purchasing
Clerical Staff
Budget & Systems
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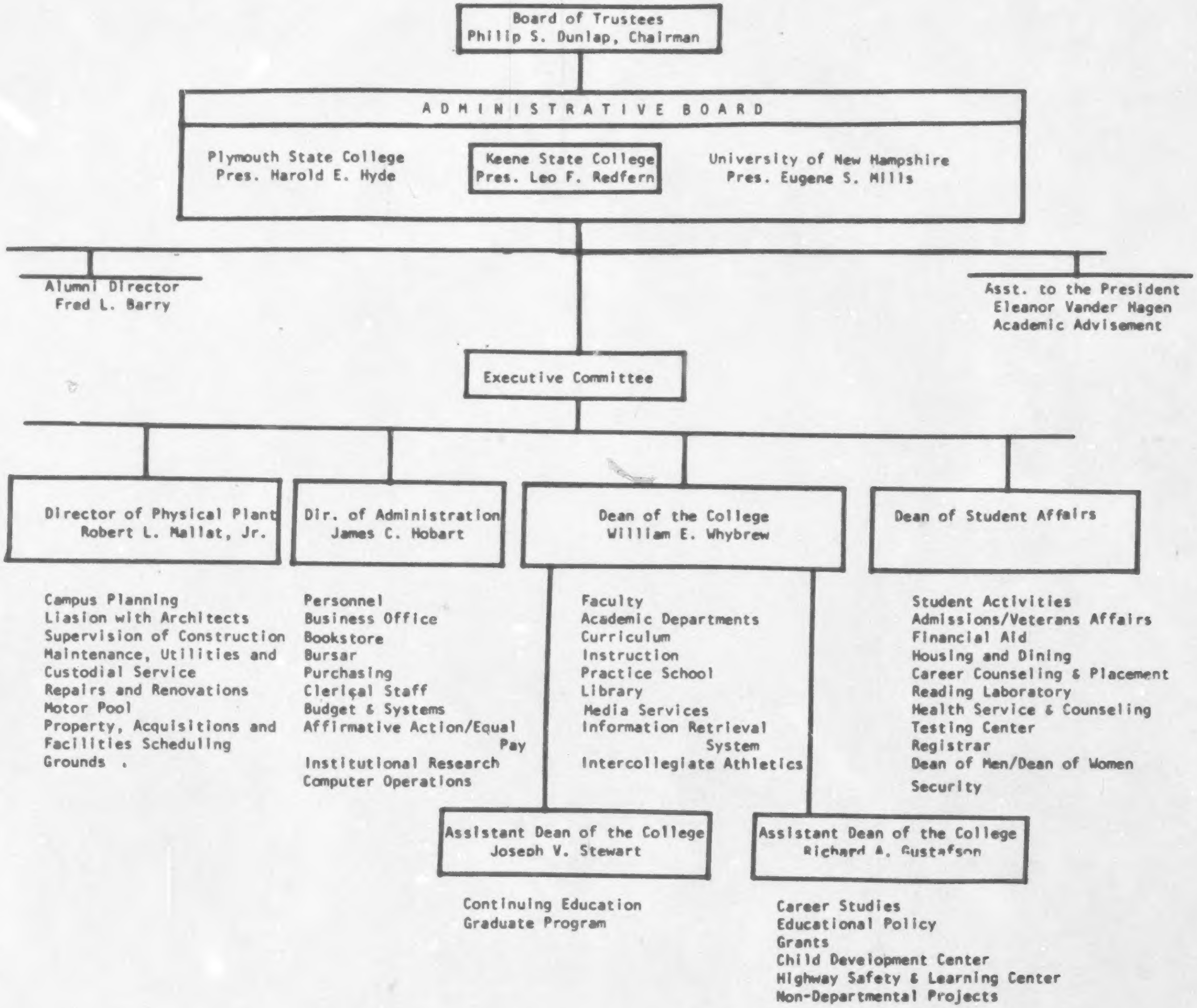
Curriculum
Instruction
Practice School
Library
Audio-Visual
Information Retrieval System
Intercollegiate Athletics
Student Activities
Admissions/Veterans Affairs
Financial Aid
Housing and Dining
Career Counseling & Placement
Reading Laboratory
Health Service & Counseling
Testing Center
Registrar
Dean of Men/Dean of Women
Assistant Dean of the College
Joseph V. Stewart
Assistant Dean of the College
Richard A. Gustafson
Continuing Education
Graduate Program
Career Studies
Educational Policy
Grants
Child Development Center
Highway Safety & Learning Center
Non-departmental Projects

September, 1974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James C. Hobart
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Business Office
Bookstore
Bursar
Purchasing
Clerical Staff
Budget & Systems
Affirmative Action/Equal Pay
Institutional Research
Computer Operations
Dean of the College
William E. Whybrew
Faculty
Academic Departments
Curriculum
Instruction
Practice School
Library
Media Services
Information Retrieval System
Intercollegiate Athletics
Dean of Student Affairs
Student Activities
Admissions/Veterans Affairs
Financial Aid
Housing and Dining
Career Counseling & Placement
Reading Laboratory
Health Service & Counseling
Testing Center
Registrar
Dean of Men/Dean of Women
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May, 1975

APPENDIX II

KEENE STATE COLLEGE SENATE BY-LAWS

Article I The membership of the College Senate shall consist of the president of the college, the dean of the college, the director of administration, the dean of student affairs, the president of the Student Senate, fifteen students chosen by the student body, twelve faculty members elected by the faculty, and one faculty member from each department as defined in Article V111. Prior to the first meeting of the Senate, the outgoing Executive Committee shall examine the credentials of all Senators. Appeals on credentials shall be lodged with the Executive Committee at least one week prior to the first Senate meeting. The committee shall report at the first Senate meeting.

Article 11 Officers

The officers of the Keene State College Senate shall be:

1. A president, who shall be the President of the College.
2. A vice president, chosen by ballot from the Senate membership. He shall preside in the absence of the Senate president, whenever called upon to do so by the parliamentarian, or when called upon to do so by vote of one-third of the senators present. He shall retain Senate voting rights except when actually presiding.
3. A secretary, chosen by ballot from the Senate membership. He shall maintain an accurate record of all Senate proceedings, prepare correspondence, conduct elections, notify members of meeting dates and agendas, preside when neither the president nor vice president is able to do so, and perform such other duties as the Senate may direct. The College shall supply him stenographic assistance.
4. A parliamentarian, chosen by the President with the advice and consent of the Serate Executive Committee and confirmed by the vote of the Senate. He shall, at the request of the chairman, offer advice upon Senate rules, matters of procedure and points of order and privilege. He may, upon request of any member, rule that the gavel pass to the vice president because of the trend of the debate. He shall not be a member of the Senate.

Article 111 Meetings

The College Senate shall meet at least once a month during the academic year. Such meetings shall be attended by each member of the Senate unless excused by the Secretary of the Senate. Special meetings may be called at any time by the President, or majority of the Senate members. Due notice shall be given to all members.

Article IV Parliamentary Rules

Section 1 - Supplementary Rules. Roberts' Rules of Order shall govern in any case not covered by the specific Rules of the Keene State College Senate.

Section 2 - Methods of Voting. Decision of the Senate shall be ordinarily by voice vote. In specific instances, however, the following systems may be used, in ascending order of precedence.

a. Division Vote, either by show of hands or standing, may be taken at the request of the presiding officer or of any member unsure of the weight of the voice vote.
b. Roll-Call Vote may be recorded in the minutes as a courtesy, if requested by any senator before a question comes to vote. If, however, there be objection, a seconded motion must obtain a two-thirds majority of members present before the secretary shall record the "yeas" and "nays." In such case, discussion is in order.
c. Ballot Vote
   1. Ballot voting shall pertain in all elections and in all cases involving the reputation of individuals.
   2. Ballot voting may be extended as a courtesy to any senator when requested. If, however, there be objection, a motion for ballot shall require the seconds of five senators before it shall be entertained by the chair. Discussion is then in order, but an affirmative vote of one-third of the senators present and voting shall be sufficient for adoption of the ballot method.

Section 3 - Voting Positions. There are three possible positions: affirmative, negative, and abstention, expressed in the recorded tally as "yea," "nay," and "present." Abstentions shall be counted in the total vote in cases where specific majorities of those voting are required. Absences shall be considered abstentions only in cases where the total vote of the Senate is involved.

Section 4 - Presentation of Motions. Substantive motions should normally be presented in form and typewritten. Supportive reasons should accompany each, for the convenience of senators. The signature of the sponsor and, ordinarily, of the second should be appended.

Section 5 - Assignment of Motions. Each motion will normally be assigned by the chair to the proper standing, or ad hoc, committee. The Executive Committee shall receive motions not clearly within the jurisdiction of another committee, or where concerns overlap.

Section 6 - Scheduling of Motions. No proposal which would normally require action by the standing or ad hoc committees may be submitted later than the February meeting of each academic year. Moreover, no action by the Senate may be taken on any committee report submitted later than the first Senate meeting in April.

Section 7 - Effective Date. Ordinarily, no proposals for changes in curriculum, college regulations, administrative procedures or organizational structure voted by the Senate shall take effect sooner than the beginning of the academic year subsequent to passage. Emergency exceptions shall require a separate vote to implement, passed by a two-thirds majority of those present and voting at the next Senate meeting following the one in which the original motion passes. These provisions, however, shall not apply to amendments of the Senate By-Laws under the provisions of Article X.

Section 8 - Reports of Motions

a. Immediacy. Committees to which motions have been assigned will report on each such motion at the next regular meeting of the Senate.
b. Interim Report. Matters requiring long study may be handled by interim report of subject and status at each regular meeting until a final report is submitted.
c. Refusal. A committee may refuse to consider a motion submitted to it, but such refusal and its reasons must be reported at the next regular meeting. A majority vote of the Senate, upon motion of any member, will return it to the committee for mandatory consideration and report. The Senate may call back for consideration any motion from any committee, by majority vote.
d. Final Report. Final reports shall ordinarily include a motion, the committee's recommendations and arguments, and the tally of the committee vote. These shall be reproduced and in the senators' mailboxes at least 48 hours before the meeting scheduled to consider them.
e. Minority Report. A minority report should present an alternative motion and the arguments for it, in the same manner and on the same scheme as final reports.

Section 9 - Emergency or Exceptional Action. Any substantial motion, except a change in the Senate By-Laws, may be considered at the meeting in which it is introduced, provided:

a. That the motion and its rationale are reproduced and in the hands of each senator before the meeting is called to order, and
b. That a two-thirds ballot vote of all senators present and voting supports immediate consideration.

Section 10 - Floor Procedure.

a. Order of Debate. All discussion and debate shall take place through the chair, after proper recognition by the presiding officer. No direct exchanges between individual members will be considered in order. For convenience, the presiding officer may relinquish the gavel temporarily to the chairman of a committee, or a special speaker, but may resume it at any time in the interest of order.
b. Floor Courtesy. Senators should adopt the courtesy standards common to other legislative bodies, when referring to each other and to members of the college community.

c. Time and Sequence. Senators should ordinarily compress their comments into a two-minute speaking time. Those who have not yet spoken to the subject will usually be given precedence by the chair.

d. Limitation of Debate. At the end of 15 minutes, the chair will conduct a vote on whether to refer to committee. A negative result will continue discussion. No cloture will be entertained during the first 15-minute period, although the chair may put the question after determining that there are further speakers to be heard.

e. Vacating the Chair. On request of any member the parliamentarian may rule that the gavel must pass on to the vice-president, because of the trend of the debate. On any topic, or during any debate, the Senate may have the chair vacated, on motion seconded and non-debatable, requiring a vote of one-third of those present and voting. The vice president will then assume the chair. In the event the vice president is not available, the secretary shall preside.

Section 11 - Courtesy Period. Each meeting shall conclude with a period of not more than 15 minutes duration, in which any senator may speak for one minute on any subject affecting the college community, excepting matters on the agenda of that particular meeting. Any motion offered must be in the usual form, including signatures and rationale, and be assigned to the committee. At the outset of each meeting, after the roll call, the presiding officer shall inquire which senators have matters for the courtesv period. He will then announce at the opening of that period the requisite number of minutes before adjournment. At that time debate shall cease and these members be recognized.

Section 12 - Adjournment. All meetings of the Senate shall adjourn by 15 minutes before the closing of the dining commons. Any vote to keep the Senate in session past this time must be by ballot, requiring a three-fourths majority of senators voting.

Article V Standing Committees

The Standing Committees of the College Senate shall be:

1. The Executive Committee
2. Admissions and Standards
3. Curricula (Graduate and Undergraduate)
4. College Welfare
5. Student Affairs and Organizations

The Executive Committee shall consist of the president of the college, who shall preside; four other members to be elected by the Senate; and the Senate vice president and secretary, as non-voting observers. All other standing and ad hoc committees of the Senate shall be appointed by the president of the college with the advice and consent of the executive committee.

Article VI Special Committees

The College Senate may establish other committees as needed. Such committees shall be directly responsible to the Senate

Article VII Function of the College Senate

The Keene State College Senate shall be the legislative body of Keene State College, under the leadership of the president of the College. It shall have legislative jurisdiction, subject to the approval of the Board of Trustees, in all matters of educational policy and program, and student activities.

Article VIII Faculty and Student Representation on the College Senate

Twelve representatives to the Keene State College Senate shall be elected at large by the entire departmental faculties from those holding the academic rank of instructor or above. Each department shall elect one representative to the Senate from the total membership of the department, including all those teaching half-time or more, regardless of rank.
The departments, for purpose of faculty representation on the College Senate only, shall be defined as follows:

1. Art
2. Education
3. English
4. Foreign Languages
5. History
6. Home Economics
7. Industrial Education
8. Library
9. Mathematics
10. Music
11. Physical Education
12. Science
13. Social Sciences
14. Wheelock School
15. Professional Services

Fifteen students shall be elected to the College Senate, four each elected at large to represent the Senior, Junior, and Sophomore classes, and three to represent the Freshman class.
The method of nominating and electing student representatives shall be at the discretion of, and carried out by, the Student Senate. In addition, the President of the Student Body shall be a member, ex officio.
Faculty departmental representatives and student representatives shall serve for a term of one year. Faculty at-large members shall serve for a term of three years. Annual elections shall be conducted each May, by checklist and secret ballot, including the names of all persons eligible, to choose one-third of the at-large members. Each department shall elect its own member each May after the election of the at-large members.
Vacancies shall be filled by special election as they occur. Any seat held by a member on official leave, with or without pay, shall be regarded as vacant and shall be filled for the term of the absence by a special election held for the voters of the appropriate constituency.

Article IX Funding

Funds shall be provided by the College to implement the work of this Senate and its committees.

Article X Amendment of By-Laws

These By-Laws may be amended by any regular meeting of the College Senate by unanimous consent of the members present. They may also be amended at any meeting by a three-quarters vote of all members present, provided such amendment was presented in writing at a previous meeting.

Article XI Faculty Appeals Committee

Section 1. A Faculty Appeals Committee shall be established as a permanent standing committee of the College.

Section 2. It shall function as a mediative and adjudicative body to deal with the personal professional problems of members of the faculty which cannot be resolved through ordinary administrative and departmental procedures.

Section 3. Any member of the faculty shall have the right to have his case considered by the Faculty Appeals Committee.

Section 4. The Faculty Appeals Committee (FAC) elected in the Spring shall be composed of five tenured members of the faculty. Those faculty members currently serving on the Faculty Evaluation Advisory Committee (FEAC) at the time of the (FAC) election, including alternates, shall not be eligible for election to (FAC) at that election; nor shall the newly elected members of (FAC) be eligible for election to FEAC in the succeeding Fall.
All members of the Faculty Appeals Committee shall have equal status and rights thereon, saving such additional procedural powers as may be conferred on the Chairman by virtue of his office under the rules of the Committee pursuant to Section 6 of this Article.

Section 5. The members of the Faculty Appeals Committee shall be elected by the entire departmental faculties at each regular election.
The persons receiving the sixth and seventh highest number of votes shall be designated the alternates and shall serve on the committee in any case in which a member of the committee shall be involved in a conflict of interest.

Section 6. The members of the Faculty Appeals Committee shall draw up and submit to the faculty for approval a set of procedures for conducting the business of the Committee. Each member of the faculty shall receive a copy of the set of procedures as approved by the faculty.

Section 7. The Faculty Appeals Committee shall elect a chairman from among its membership.

Section 8. In the event that a member or members of the Faculty Appeals Committee shall himself be involved in a conflict of interest in a given case under consideration by the Committee, such member or members shall temporarily retire from participation in its proceedings.

Article XII Curricular Function of the Graduate Council

It shall be the duty of the Graduate Council to present, for College Senate approval, all courses numbered 500 and above, without their having been routed through and processed by the College Senate Curriculum Committee

Article XIII Procedure for Submission or Revision or Additions to the Curriculum Committee of the College Senate

All proposals not requiring an additional monetary commitment on the part of the College, shall be submitted simultaneously to the dean of the college and the members of the curriculum committee. In the event of an additional Monetary Commitment the proposal shall be sent directly to the dean of the college, who shall disseminate the information to the Curriculum Committee at an appropriate time.

All proposals shall be sent to the members of the Curriculum Committee no later than the end of February, if they are to be considered for submission to the College Senate for legislative action.

Upon notification by the chairman of the Senate College Curriculum Committee, the individual, group and/or department shall have a representative attend the meeting at which the proposal is to be discussed.

Article XIV Procedures for Regular Senate Elections

Section 1- Voting Eligibility. Those who hold the academic rank of Instructor, Assistant Professor, Associate Professor or Professor and who are employed at least half-time are eligible to vote in FEAC, FAC, and At-Large elections.

Section 2 - Notice. Date of election should be set at the first meeting of Executive Committee, announced by memo to all eligible voters and noted verbally at the September meeting. Subsequent publication of this verbal notice will appear in the synopsis. In the case of Personnel Welfare Committee, Senate notification at the meeting immediately prior to the election date will give Senators an additional reminder which they should transmit to their constituents. Prior to both elections, notice of date, place and time of election should appear in the "Calencar of Weekly Events" published by the Student Union Staff.

Section 3 - Ballots. Not later than two weeks prior to either election date, a sample ballot and voting list should be sent to all eligible voters along with instructions to contact the Senate Office to report errors, withdrawal of names (in writing) and additions to the list of candidates. These emendations should be in the hands of the Secretary not later than one week before the election date.

Verification of the final ballot should be made by the Executive Committee. Not less than 48 hours before the election, the final ballot and voting list should be available for inspection in each Department and in the Senate office.

Section 4 - Appeals. All appeals regarding election procedures shall be directed to the Election Appeals Committee.

Section 5 - Variations. If any of the above procedures is deemed inappropriate in a given election, a variance must be approved by a 2/3 vote of the Senate.

Article XV Election Appeals Committee

Section 1. The Election Appeals Committee shall be a special committee of the College Senate consisting of the eight senior Senators-at-large. Five shall be drawn by lot to serve as regular committee members; the other three shall serve as alternates.

Section 2. The Election Appeals Committee shall elect a chairman from among its own membership.

Section 3. The duties of the Election Appeals Committee shall be:

a. To serve as an appeals board to investigate any changes or discrepancies in the conduct of elections under the management of the College Senate. The committee shall thereupon report to the Senate at the next regularly scheduled Senate meeting. Any action to be taken by the Senate in response to the Committee's report, and which in any way alters or negates the said election, must pass by a majority of the senators present.

Section 4. Any complaint or appeal in respect to an election must be presented in writing to the Committee within three days following the election.

Section 5. In the event of a conflict of interest for a member or members of the committee in any given case, such member or members shall temporarily retire from participation and be replaced by an alternate or alternates.

KEENE STATE COLLEGE **1 DATA PROC. COPY**

ADVISEMENT - REGISTRATION

PAGE OF

NAME
LAST FIRST INITIAL

CUR. MAJ. CLASS

SOCIAL SECURITY NUMBER

◀ BE SURE THIS NUMBER IS CORRECT - OTHERWISE COURSES CANNOT BE GUARANTEED

DISCIPLINE	COURSE NUMBER	SEC/LAB	APPROVED

Use a second page if necessary.

ADVISOR'S SIGNATURE

(SIGN ONLY AFTER ALL COURSES HAVE BEEN INITIALED)

APPENDIX IV

KEENE STATE COLLEGE

PARKING REGULATIONS

PARKING LOTS AND HOURS:

All lots are public from 5:00 p.m. to 11:00 p.m., Monday - Friday, 7:30 a.m. to 11:00 p.m. Saturday and Sunday.

The following lots are restricted from 7:30 a.m. to 5:00 p.m.:

ZONE A: Hale Building - for Administrators only.

ZONE B: Elliot (Front of Building and first row in back) - for Staff only.

ZONE C: Alumni House (Back of Carroll House) - for Faculty & Staff only.

ZONE D: Student Union - for full-time Employees of the Student Union.

ZONE E: Library, Hillsborough House and Fiske - for Faculty & Staff.

ZONE F: Bushnell & Tisdale Married Students Apartments - Residents of Bushnell & Tisdale Apartments only.

ZONE G: Elliot & East Bays of Central Lot (South of Commons) - for Commuter Students except for those reserved for Commons Employees.

ZONE H: Central Lot except East Bays 1 & 2 (South of Gymnasium) and Owls Nest 3 & 4 - for Resident Students.

Hours: 24 hours, Monday - Sunday, Resident Students
5:00 p.m. - 11:00 p.m., Monday - Friday, Public
7:30 a.m. - 11:00 p.m., Saturday & Sunday, Public

Recreation Area (Lot Northwest of Gym) - Parking to be restricted as area will be used by students for recreation in fall and spring and as a parking lot at other times for Resident Students. Hours to be assigned.

ZONE I: Whitcomb Building & North Bay Elliot - Maintenance Employees.

ZONE J: East Bay of Central Lot - Dining Commons Employees.

ZONE L: Morrison & Carle Hall - Racks for Motor Bikes only.

VISITOR PARKING: (TWO HOUR LIMIT)

Appian Way (Between Morrison & Huntress)

Hours: 7:30 a.m. - 5:00 p.m., Monday - Friday, Visitors only
5:00 p.m. - 11:00 p.m., Monday - Friday, Public
7:30 a.m. - 11:00 p.m., Saturday & Sunday, Public

VISITORS PARKING: (OVER THE TWO HOUR LIMIT)

Visitors to the campus who are to be longer than two hours may apply for a Vistors Permit at the Business Office (Elliot). They may be assigned a parking lot other than Appian Way. The special permit can be good for a full work day and is to be displayed in the Front window of the car.

STUDENT TEACHERS & VISITORS WHO ARE ATTENDING SEMINARS OR MEETINGS ON CAMPUS:

Those attending seminars or meetings on campus and arriving in unregistered vehicles should receive a Visitors Permit by mail prior to the seminar or meeting along with instructions as to where to park. The permit should be displayed in the Front window of the car the day of the seminar or meeting. These Visitors Permits can be obtained at the Business Office (Elliot).

OVERNIGHT PARKING:

Allowed for registered vehicles with Parking Decals only in Central Lot (Zone H).

SNOW PERIOD: November 15 - April 1

It is apparent that there is no parking in any of the lots other than those designated for Resident Students after 11:00 p.m. or before 7:30 a.m.. This enables us to have these lots snow-plowed free of vehicles.

REGISTRATION & FEES

Parking Decal:

All students, faculty & Staff must register their vehicles (including Motor Bikes) regularly brought to the campus. By payment of the requisite fee a Parking Decal will be issued.

The test for Student or Staff is the "principle purpose" for which the person is at the College. If the principle purpose for being at the College is to get a degree or attend school and secondly to work, the registrant is a student. If the principle purpose is to work but secondly to attend school, the registrant is staff for parking purposes.

Parking decals are available at the Business Office (Elliot). They are also available at Registration for students. The car registration should be presented when obtaining a decal. The parking decal shall be displayed on the back of the rear view mirror. For those vehicles without back view mirrors, side view mirrors will be used. For motor bikes the parking decal shall be displayed on the rear fender.

Fees: (Subject to change pending University System before the Board of Trustees).

1.	Day School Students		$5.00 per academic semester
2.	Summer School		$3.00 per session
3.	Extension	*	$2.00 per academic semester
4.	Administration & Faculty		$5.00 per calendar year
5.	Non-Exempt Employees		No charge
6.	Motor Bikes		$2.00 per academic semester
7.	Additional decal	**	$1.00 per academic semester for students, per calendar year for faculty and administration

Any one of the above who brings an unregistered vehicle on the campus for more than a day or overnight must obtain a dated Temporary Permit at $1.00 which is good for a maximum of one week. A maximum of Five Temporary Permits will be issued after which a regular decal will be issued without further charge. Vehicles without permits or decals are charged $5.00 per day parking and storage fee.

* Students enrolled in evening courses who want to use the campus during the day and students who carry only one course during the day.

* * For second car not on campus at the same time as first decal. A reminder: If both cars are on campus at the same time, a regular $5.00 fee is required for both.

VIOLATIONS AND FINES:

1. Each vehicle on campus must bear the proper decal. Every vehicle not left in the appropriate designated lot is illegally parked and may be ticketed or towed away.
2. Violators may be ticketed at a frequency of no less than every two hours on a given day.
3. Each ticket must be brought to the Bursar's Office (Elliot) where the designated fine must be paid within 7 days. Fines received are deposited with the Keene Endowment Association and will be used for student financial aid purposes.
4. Visitors are asked to present their tickets to the Business Office (Elliot). Questions concerning parking violations are referred to the Business Manager.
5. The Parking Adjustment Office will maintain a file of violations reported by the Security Officers and a file of paid fines. The owner of unpaid tickets or an unregistered vehicle will be identified and referred to the Parking Court which may levy additional fines or take any reasonably necessary steps to enforce parking regulations.
6. The Parking Adjustment Office will notify chronic violators and persons with unpaid tickets of the time, date and location of sessions of the Parking Court.
7. Unless all fines levied by the Parking Court are paid at the Bursar's Office within the stated period:
    a. The right to re-register at the College in subsequent semesters will be revoked.
    b. No transcripts for said violators will be issued by the Registrar.
    c. All rights to park in any campus lot will be revoked.

BURSAR'S OFFICE: Elliot Hall
Monday - Friday 9:00 a.m. - 3:30 p.m.

FINES:

1.	Failure to properly register a vehicle	$2.50
2.	Failure to properly display decal	2.50
3.	Parking violation - first offense	1.00
4.	Parking violation - second offense	3.00
5.	Parking violation - third offense	5.00 and referral to Parking Court
6.	All subsequent violations of regulations	5.00 and referral to Parking Court
7.	All violations shall be cumulative during the academic year.	

PROCEDURES FOR VEHICLES BELIEVED TO BE ABANDONED:

CARS WITH A KSC DECAL:

1. They may remain in designated areas as long as decals are valid.
2. When decal terminates:
    a. A notice will be placed on the windshield of the vehicle; this notice will direct the owner to contact the Security Office and to make appropriate arrangements for his car.

    b. If, after 30 days, no arrangements have been made, the vehicle will be declared abandoned and removed by the City of Keene.

    c. If subsequently claimed the owner is subject to all fees, fines and charges outstanding against the vehicle.

CARS WITHOUT A KSC DECAL:

1. A notice will be placed on the windshield of the vehicle; the notice will direct the owner to contact the Business Office and to obtain a decal.

2. If there is no decal on the vehicle after 30 days, the car will be declared abandoned and removed by the City of Keene.

3. If subsequently claimed the owner is subject to all fees, fines and charges outstanding against the vehicle.

PARKING COURT:

MEMBERSHIP:

The Court shall determine its own meeting schedule and the rules governing its operation. The Court shall be composed of the following members appointed by the President of the College.

Three students recommended by the Student Senate President. One faculty member recommended by the President of the Faculty Association. One person recommended by the local President of SEA Chapter. One person appointed by the President of the College.

THE PARKING COURT SHALL HAVE THE AUTHORITY TO:

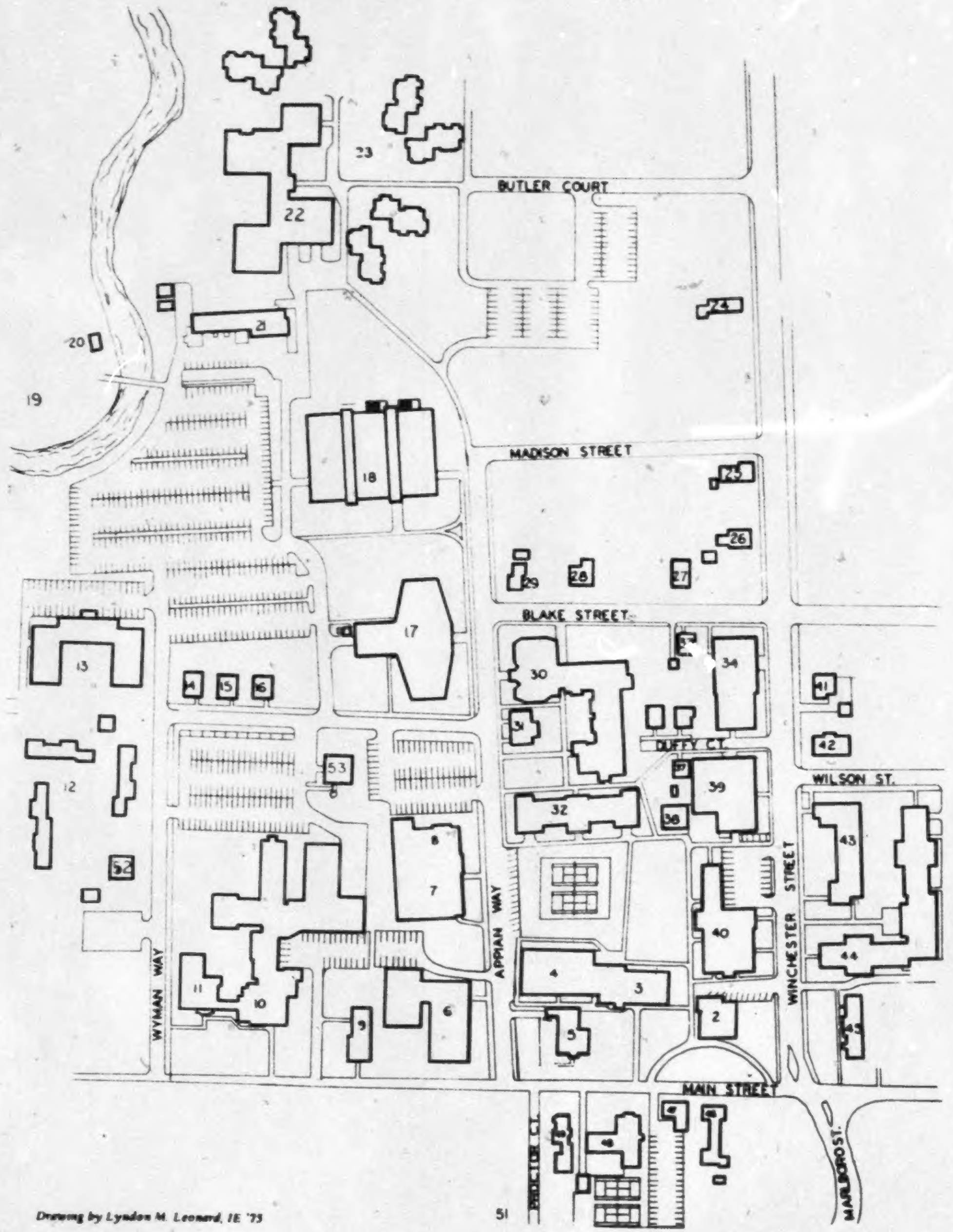
1. Levy fines above and beyond those listed in the Schedule of Parking Fines.
2. Withdraw parking privileges on campus.
3. Refer any case to the Student Personnel Deans or proper administrative offices for action.
4. Assess penalties for failure to appear on due notification, without official excuse for valid reasons.

The judgments of the Court shall be final. The Parking Court may recommend matters relative to parking to the College Parking Policy Committee.

ENFORCEMENT:

The parking regulations will be strictly enforced. Necessary towing shall be at the discretion of the campus Security Officers or their superiors, and any costs of towing shall be paid by the vehicle owner. All violations shall be impartially ticketed by the Security Officers.

APPENDIX V



Drawing by Lyndon M. Leonard, IE '75

Campus Map Numerical Key

1	Fiske Lawn (Quad)	28	Hillsborough House
2	Hale Administration Building	29	History Department Offices
3	Parker Hall	30	Science Center
4	Morrison Hall	31	Computer Center
5	President's House	32	Huntress Hall
6	Young Student Union	33	Coos House
7	Mason Library	34	Adams Technology Building
8	Thorne Art Gallery	35	Sullivan House
9	Doyle House	36	Grafton House
10	Elliot Hall	37	Duffy House
11	Joslin House	38	Heating Plant
12	Tisdale Married Student Apts.	39	Butterfield Hall
13	Bushnell Married Student Apts.	40	Fiske Hall
14	Kennedy House	41	Cheshire House
15	Bass House	42	Phi Mu Delta
16	Belknap House	43	Monadnock Hall
17	Dining Commons	44	Randall Hall
18	Spaulding Gymnasium	45	Blake House
19	Joyce Athletic Field	46	Newman Center
20	Athletic Storage	47	Carroll House
21	Maintenance Bldg	48	Alumni House
22	Carle Hall	49	Proctor House
23	Student Housing Complex	50	Tau Kappa Epsilon
24	Strafford House	51	Wheelock Laboratory School
25	Alpha Pi Tau	52	Goodrich House
26	Merrimack House	53	Sculpture Studio
27	Rockingham House		

Campus Map Alphabetical Key

Adams Technology Bldg	34	Information Retrieval System	7
Admissions	41	Joslin House	11
Alpha Pi Tau	25	Joyce Athletic Field	19
Alumni Office	48	Kennedy House	14
Art Department	39	Learning Resources Center	48
Art Gallery	8	Library	7
Athletic Office	18	Mail Room	2
Audio Visual Dept	3	Maintenance Department	21
Bass House	15	Mason Library	7
Belknap House	16	Mathematics Department	30
Blake House	45	Merrimack House	26
Bookstore	6	Mental Retardation Clinic	32
Brown Room	6	Minidorm Complex	23
Bursar	40	Monadnock Hall	43
Bushnell Apartments	13	Morrison Hall	4
Business Office	40	Music Department	4
Butterfield Hall	39	Newman Center	46
Campus Ministry	46	Parker Hall	3
Cashier's Office	40	Phi Mu Delta	42
Carle Hall	22	Physical Education Dept	18
Carroll House	47	Physical Plant Director	2
Chemistry Department	30	Physics	30
Cheshire Hospital Nursing School	45	Placement	41
Cheshire House	41	Planetarium	30
Coffee Shop	6	Political Science	30
Computer Center	31	Power Mechanics	39
Continuing Education Office	2	Police, Campus	38
Cooperative Extension Service	11	President's Office	2
Coos House	33	President's House	5
Dean of the College	2	Proctor House	49
Dean of Student Affairs	2	Pub	6
Dean of Men	41	Randall Hall	44
Dean of Women	41	Reading Laboratory	40
Dining Commons	17	Registrar	2
Doyle House	9	Resource Library	48
Drenan Auditorium	3	Rockingham House	27
Duffy House	37	Science Center	30
Earth Science Dept	30	Science Department	30
Education Department	48	Sculpture Studio	53
English Department	3	Security, Campus	38
Elliot Hall	10	SEMICK Office	48
Equinox Student Newspaper	6	Social Science Dept	30
Financial Aids	9	• Sociology	30
Fiske Hall	40	Spaulding Gymnasium	18
Foreign Language Dept	30	Special Education	32
Goodrich House	52	Strafford House	24
Grafton House	36	Student Union	6
Graphic Arts Dept	39	Student Teaching Office	48
Gymnasium	18	Summer Session Office	2
Hale Administration Bldg.	2	Switchboard	40
Health Service	40	Sullivan House	35
Heating Plant	38	Tau Kappa Epsilon	50
Hillsborough House	28	Telephone Switchboard	40
History Department	29	Testing Center	41
Home Economics Dept.	11	Tisdale Married Student Apts.	12
Housing Office	9	Thorne Art Gallery	8
Huntress Hall	32	Wheelock School	51
Industrial Education Dept.	34	WKNH Radio	6
Information, Visitors	2	Young Student Union Bldg.	6